



City of Clyde Hill City Council Special Meeting Tuesday, November 28, 2023 - 7:00 PM Hybrid

Page

## 1. CALL TO ORDER, ROLL CALL & PLEDGE OF ALLEGIANCE

Time Estimate: 5 Minutes

- 5 7

  1.1. Information regarding Revised Rules of Order & Public Participation

  Hybrid Meeting Notification

  Hybrid Meeting Login Information 11-28-23
  - 1.2. Oath of Office, Administered by Mayor Klaas, for:
    - Councilmember Steve Sinwell, Position #2

## 2. APPROVAL OF AGENDA

Time Estimate: 5 Minutes

2.1. Consideration of a motion to approve the Agenda of **November 28**, **2023** as presented.

(No items may be added to the agenda, as it's a special meeting.)

## 3. NON AGENDA PUBLIC COMMENTS

Time Estimate: Up To 30 Minutes

3.1. Opportunity for brief comments to the City Council about items not on the agenda for a Public Hearing in **Section5**.

Members of the public will generally be limited to a maximum of three minutes for their public comments (not Q&A) and should be made in a respectful fashion. Councilmembers will most likely not respond directly at the meeting, but they may ask Staff to research and report back on an issue. When called upon, please state your name and if you are a resident of Clyde Hill for the record.

## 4. MOTIONS FOR CONSIDERATION

Time Estimate: 15 Minutes

9 - 11 4.1. Consideration of **Resolution #691** recognizing Mike Foley, Amy Kwan, Anand Ramakrishna, Shanlenn Colby and Spencer Nurse for their efforts and dedication while serving on the City's 2024 Budget Advisory Committee.

Agenda Bill 23-21- 2024 BAC Resolution #691 - BAC Recognition

- 13 15 4.2. Consideration of a motion to adopt the City's 2024 Financial Policies. Financial Policy Statements & Strategy
- 17 23 4.3. Consideration of **Ordinance #999** to modify Chapter 3.28 of the Municipal Code increasing the City's utility tax rates (Sewer, Water & Solid Waste).

<u>Agenda Bill 23-38 - Utility Tax Increases</u> <u>Ordinance #999 - Utility Tax Increases</u> Rate History for Utility Taxes and Franchise Fees

25 - 29 4.4. Consideration of **Ordinance #1000** adding Chapter 3.52 Establishing a Technology Fee

Agenda Bill 23-39 - Establishing Tech Fee Ordinance #1000 - Creating Technology Fee

31 - 50 4.5. Consideration of **Resolution #692** modifying various fees within the City's Master Fee Resolution.

<u>Agenda Bill 23-34 - Master Fee Resolution</u> <u>Resolution #692 - Master Fee Resolution Update</u>

## 5. PUBLIC HEARINGS (& RELATED MOTIONS)

Time Estimate: 25 Minutes

- 5.1. Final Public Hearing on the 2024 Property Tax Levy.
- 51 55

  5.2. Consideration of **Ordinance #1001** to adopt the 2024 Clyde Hill City Property Tax Levy.

  Agenda Bill 23-33 2024 Property Tax Levy

  Ordinance #1001 2024 Property Tax Levy
  - 5.3. Final Public Hearing on the 2024 Budget & Capital Facilities Plan.
- 57 89 5.4. Consideration of **Ordinance #1002** to adopt the 2024 Budget & Capital Facilities Plan for the fiscal year beginning on January 1, 2024.

Agenda Bill 23-32- 2024 Budget
Ordinance #1002 - 2024 Budget
2024 Capital Facilities Plan Memo
2024 Budget Big Picture
Mayor's 2024 Line Item Budget
2024 Salary Schedule

## 6. BUSINESS & DISCUSSION TOPICS

Time Estimate: 10 Minutes

91 - 102 6.1. Council Vacancy and Planning Commission Recruitment

Agenda Bill 23-39 - Council Vacancy & Planning Commission

Recruitment

**Draft Notice & Application Form - Council Vacancy 2024** 

Draft Notice & Application Form - Planning Commission 2024

## 7. ADJOURN



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## **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:

- 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.
- 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
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Last Updated: June 9, 2022



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# City Council Special Meeting November 28<sup>th</sup> @ 7:00 PM

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# **Agenda Bill**

AB# 23-21

Clyde Hill City Council

Meeting Date: 11/28/2023

**Subject** 2024 Budget Advisory Committee (BAC)

**Document Type** Resolution

**Department** Finance

Contact Lisa King

**Attorney Review** N/A

**Committee Recommendation** BAC N/A

**Planning Commission Recommendation N/A** 

**Handling** Normal **Deadline Date** 11/28/2023

**Needed from Council Action** 

#### Recommendation

Recognize the 2024 BAC for their work on the 2024 Budget and authorize the Mayor to extend BAC into 1Q24 to address ongoing structural budget deficit.

## **Council Review History**

May 9, 2023 City Council meeting; Council discussed the formation of the 2024 BAC.
 June 13, 2023 City Council meeting; Council approved the formation of the 2024 BAC.
 July 10, 2023 City Council meeting; Council approved BAC membership and authorization to work on the 2024 Budget Goals and Priorities that align with Strategic Council priories.
 August 22, 2023 BAC Special Meeting; Priorities and Goals meeting – Expenditure discussion.
 September 26, 2023 BAC Special Meeting; Draft Budget presented – Revenue discussion.
 November 2, 2023 BAC Special Meeting; Preliminary Budget – Expenditure discussion.
 November 14, 2023 Public Hearings on 2024 Budget and Property Tax Levy Revenues.

#### **Attachments/References**

Resolution #691

#### Routing

**Director:** Lisa King **Approved:** LK 11/7/2023

**Administrator:** Dean Rohla **Approved:** DAR Date

## **Budget Impacts** No Budgetary Impact

#### **Expenditure**

				Budget	
Fund	Account Description	Cost	2023 Budget	Budget Amendment Needed	Amended 2023 Budget

#### Revenue

				Budget	
Fund	Account Description	Revenue	2023 Budget	Budget Amendment Needed	Amended 2023 Budget

#### **Notes**

There are no revenues or expenditures associated with the formation of the BAC.

Verified by Finance: Lisa King LK

## **Key Facts and Information Summary**

## **Background**

Each year since 2000, the Council established a Budget Advisory Committee (BAC) of community members to participate in the budget development process. Residents met with Council and Staff to support staff in the development of the Mayor's 2024 Budget.

### **2024 BAC Member Appointments**

- Shanlenn Colby
- Mike Foley
- Amy Kwan
- Spenser Nurse
- Anand Ramakrishna

#### **Ongoing Sustainability Planning**

Budget Advisory Committee members have been invited to continue meeting in 2024 to support the continued development of the City's long term financial sustainability plan.

#### **Recommended Motion**

Move to approve Resolution #691 Recognizing the 2024 Budget Advisory Committee and directing the Mayor to continue committee work into 2024.

#### **RESOLUTION NO. 691**

A RESOLUTION OF THE CITY OF CLYDE HILL, WASHINGTON, EXPRESSING GRATITUDE FOR CONTRIBUTIONS MADE TO THE CITY GOVERNMENT BY SHANLENN COLBY, MIKE FOLEY, AMY KWAN, SPENCER NURSE AND ANAND SOUMYA.

WHEREAS, Shanlenn Colby, Mike Foley, Amy Kwan, Spencer Nurse and Anand Soumya served as members of the City of Clyde Hill's 2024 Budget Advisory Committee; and

WHEREAS, during the development of the budget, the Committee Members were given a tremendous amount of information to become familiar with and analyze; and

WHEREAS, the Advisory Committee Members demonstrated civic leadership and a devotion to preserving and enhancing the community values and interests of their fellow residents through the development of the 2024 Budget; and

WHEREAS, the Advisory Committee Members gave many hours of their time to attend budget meetings to help the Clyde Hill community by making sure that the Council had a sensitivity about the issues and expectations of Clyde Hill residents; and

WHEREAS, the City Council, people of the City of Clyde Hill and the City Staff wish to express their gratitude for the contributions made by the entire Budget Advisory Committee.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLYDE HILL, WASHINGTON, HEREBY **RESOLVES AS FOLLOWS:** 

THE CITY COUNCIL AND MAYOR HEREBY RECOGNIZE AND EXPRESS GRATITUDE AND APPRECIATION TO THE 2024 BUDGET ADVISORY COMMITTEE FOR THEIR CONTRIBUTIONS WHILE SERVING AS COMMITTEE MEMBERS AND FOR THEIR DEDICATION TO CLYDE HILL.

Passed by affirmative votes of a majority of the city council on the 28th day of November, 2023 and signed in authentication of such passage on the same day.

APPROVED:	ATTEST/AUTHENTICATED:
Mayor, Marianne Klaas	City Clerk, Dean Rohla



# FINANCIAL POLICY STATEMENTS FOR THE CITY OF CLYDE HILL

#### **PURPOSE:**

The City of Clyde Hill has an important responsibility to account for public funds, manage municipal finances and plan for the adequate funding of services, including the provision and maintenance of public facilities. The City's Financial Policies are designed to establish guidelines for the long-term fiscal stability of the City of Clyde Hill.

#### **OBJECTIVES:**

To achieve the above purpose, the following are objectives for the City's fiscal performance:

- 1. Protect the Council's policy-making ability by ensuring that important policy decisions are not controlled by financial problems or emergencies.
- 2. Enhance the Council's policy-making ability by providing accurate financial information.
- 3. Assist sound management of the City by providing accurate and timely information on program costs.
- 4. Provide sound principles having significant financial impact toguide important decisions of the Council and City management.
- 5. Set forth operational principles that minimize the cost of local government, to the extent consistent with services desired by the community, and which minimize financial risk.
- 6. Employ revenue policies that prevent undue or imbalanced reliance on certain revenues, which distribute the costs of municipal services fairly and which provide adequate funds to operate desired programs and services.
- 7. Prevent deterioration of the City's capital plant and its public facilities.
- 8. Ensure the legal use of all City funds through a planned system of financial security and internal control.

#### **Historical Lessons Learned:**

To achieve the above objectives, the City continues to maintain the tools used to track important financial and economic trends and project potential future financial scenarios. With a current understanding of the forces and obstacles impacting the City's finances, all involved in the budget development can better appreciate potential problems with revenue sources, management practices, infrastructure conditions and future funding needs. This information enables the City to plan for and develop informed long-term strategies for the City's continued financial solvency.

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## **FINANCIAL POLICY STATEMENTS:**

#### Policy Statement #1:

Continue to investigate and consider every possible expenditure reduction to keep expenses to a minimum without reducing the quality of services currently offered to the community.

#### **Implementation #1:**

Continue the current policy of the staff proposing only expense items necessary for the continued provision of current services at the same or greater quality level as currently exists. Items not meeting these criteria should be so noted as part of the budget review process.

#### Policy Statement #2:

Continue to review financial trends relating to the City's finances.

#### Implementation #2:

Update trend-monitoring information for review during the budget review process.

#### **Policy Statement #3:**

Continue to find ways to simplify the City's financial system to enable residents and policy leaders to obtain a quick and easy understanding of City finances.

#### **Implementation #3:**

Continue to supply the Council and residents with monthly and quarterly operating reports in an agreed upon format.

## Policy Statement #4:

Balance all aspects of the budget for long-term fiscal solvency.

#### **Implementation #4:**

On an annual basis, and as part of the budget discussions, decide upon the proper mix of expenditures and revenues to meet this objective. Utilize budget amendments to maintain compliance with Washington State law requiring a balanced budget.

## Policy Statement #5:

Maintain a reserve balance in the City's funds to address adverse financial trends, provide for financing of unforeseen needs of an emergency, provide a local match for public or private grants, and to allow for flexibility to take advantage of unexpected opportunities.

#### **Implementation #5:**

Maintain a minimum unassigned fund balance in the Reserve Fund of 25% of the current years budgeted General Fund expenditures. The City shall endeavor to avoid the appropriation of fund balance for recurring operating expenditures.

#### **Policy Statement #6:**

Continue to ensure that the City's financial system is managed and implemented according to the highest professional standards and is consistent with state law.

#### Implementation #6:

Continue to request an annual state financial and compliance audit of the City's operations and finances. Staff will implement financial systems consistent with the State's BARS system.

#### Policy Statement #7:

Continue to recruit, hire, and train diverse and highly qualified City personnel to maintain a professional, ethical and equitable government.

#### Implementation #7:

Make sure that City personnel are competitively compensated and that the City's benefit package is comparable to surrounding communities to control unnecessary turnover after training. Provide ongoing education and training to maintain staff engagement and ensure the highest quality service to residents, vendors, community partners, and other City staff.

#### Policy Statement #8:

Provide for the orderly and appropriate replacement of City equipment.

#### Implementation #8:

Continue to implement an Equipment Replacement Program in the Projects Fund and annually appropriate funds to that department to provide for the stable, timely and appropriate replacement of equipment. The replacement of equipment will be based on an adopted equipment schedule that will annually be updated and presented to the Council during the budget process.

#### **Policy Statement #9:**

Consolidate and allocate all interest income earned on surplus City funds into the General Fund to better streamline the City's financial operations and further simplify the accounting system.

#### Implementation #9:

Continue to record all interest income received from certificates of deposit (CDs), federal agency securities, the Local Government Investment Pool (LGIP), and City financed Local Improvement Districts (LID), to the extent permitted by law, into the City's General Fund when received. Interest income will be budgeted for in the General Fund.

## Policy Statement #10:

Maintain a reserve balance in the City's Capital Projects Department (within the Projects Fund) to protect City infrastructure and other capital assets from unforeseen needs of an emergency or adverse financial trends to a limited capital revenue source. This reserve is important to allow the orderly reconstruction or preservation of the City's larger cost exposures.

## Implementation #10:

Maintain a minimum balance in the Capital Projects Department (within the Projects Fund) of at least \$1,000,000 to address capital costs related to emergencies or unforeseen economic occurrences. Amounts in excess of this reserve balance may be used by the Council for capital projects included in the CIP or other opportunities the Council deems appropriate.



# **Agenda Bill**

AB# 23-38

Clyde Hill City Council **Meeting Date:** 11/28/2023

**Subject** Utility Tax Increases

Document Type Ordinance

Department Finance

Contact Lisa King

Attorney Review Complete

**Committee Recommendation** BAC Yes

**Planning Commission Recommendation N/A** 

Handling Normal Deadline Date 11/28/2023

**Needed from Council Action** 

#### Recommendation

Approve increases of one (1%) to the city's water service rates from nine (9%) percent to ten (10%) percent and the city's sanitary sewer utility rate from nine (9%) percent to ten (10%) percent, as well as approve an increase in the city's solid waste collection services rate from four (4%) percent to six (6%) percent.

### **Council Review History**

September 26, 2023 BAC Special Meeting; Draft Budget presented – Revenue discussion. November 2, 2023 BAC Special Meeting; Preliminary Budget – Expenditure discussion. November 14, 2023 Public Hearings on 2024 Budget and Property Tax Levy Revenues.

## **Attachments/References**

- Ordinance #999 Increase Utility Taxes & Franchise Fees
- Rate History for Utility Taxes & Franchise Fees

## Routing

**Director:** Lisa King **Approved:** LK 11/20/2023

### **Budget Impacts** No Budgetary Impact

## **Expenditure**

				Budget	
Fund	Account Description	Cost	2023 Budget	Budget Amendment Needed	Amended 2023 Budget

#### Revenue

				Budget	
Fund	Account Description	Revenue	2023 Budget	Budget Amendment Needed	Amended 2023 Budget

Notes: Pass the 2024 Property Tax Levy

Verified by Finance: Lisa King LK

## **Key Facts and Information Summary**

The City of Clyde Hill's resident Budget Advisory Committee reviewed the city's finances and developed budget recommendations for the 2024 budget. To address, in part, a structural imbalance in the city's annual budget, the BAC subsequently recommended an increase in some of the city's utility tax rates.

The BAC's rate recommendations would increase the city's water service rates from nine percent to ten percent; the city's sanitary sewer utility rate from nine percent to ten percent; and city's solid waste collection services rate from four percent to six percent. This is anticipated to bring in an additional \$52,944 into the City in 2024.

## **Recommended Motion**

Move to approve Ordinance #999 Adopting the increases to utility taxes as presented.

#### **ORDINANCE NO. 999**

AN ORDINANCE OF THE CITY OF CLYDE HILL, WASHINGTON; AMENDING SECTION 3.28.030(E) TO INCREASE THE TAX ON UTILITY WATER SERVICE FROM 9% TO 10%; AMENDING SECTION 3.28.030(F) TO INCREASE THE TAX ON SANITARY SEWER UTILITY SERVICE FROM 9% TO 10%; AMENDING SECTION 3.28.030(G) TO INCREASE THE TAX ON THE BUSINESS OF SOLID WASTE COLLECTION, TRANSPORTATION AND DISPOSAL FROM 4% TO 6%; ESTABLISHING AN EFFECTIVE DATE FOR THESE TAX RATE INCREASES OF JANUARY 1, 2024; PROVIDING FOR SEVERABILITY; AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE.

#### **RECITALS**

Whereas, the city of Clyde Hill's resident Budget Advisory Committee reviewed the city's finances and developed budget recommendations for the 2024 budget. To address, in part, a structural imbalance in the city's annual budget, the Budget Advisory Committee subsequently recommended an increase in some of the city's utility tax rates; and

Whereas, the Budget Advisory Committee's rate recommendations would increase the city's water service rates from nine percent to ten percent; the city's sanitary sewer utility rate from nine percent to ten percent; and city's solid waste collection services rate from four percent to six percent; and

Whereas, having studied the Budget Advisory Committee's recommendations, the City Council has determined to implement these increases beginning on January 1, 2024,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLYDE HILL, WASHINGTON, DO ORDAIN AS FOLLOWS:

## **ORDINANCE**

<u>Section 1</u>. Effective January 1, 2024, section 3.28.030(E) of the Clyde Hill Municipal Code, relating to the tax on utility water service, is amended as follows:

Upon every person engaged in the sale, delivery, distribution, or furnishing of water for domestic, farm, and other uses, a tax equal to nine ten percent of the total gross income derived from the operation of such business within the city; provided, however, that the tax imposed by this subsection shall not apply to any entity which the city is prohibited from taxing under applicable federal or state law or to any entity which pays an equivalent franchise or other comparable fee to the city.

<u>Section 2</u>. Effective January 1, 2024, section 3.28.030(F) of the Clyde Hill Municipal Code, relating to the tax on utility sanitary sewer service is amended as follows:

Upon every person engaged in the operation and sale of sewer utility services, a tax equal to nine ten percent of the total gross income derived from the operation of such business within the city; provided, however, that the tax imposed by this subsection shall not apply to any entity which the city is prohibited from taxing under applicable federal or state law or to any entity which pays an equivalent franchise or other comparable fee to the city

<u>Section 3</u>. Effective January 1, 2024, section 3.28.030(G) of the Clyde Hill Municipal Code, relating to the tax on solid waste collection, transportation, and disposal, is amended as follows:

There is levied a tax on the business of solid waste collection, transportation, or disposal and for the privilege of carrying on the business, such tax to be equal to four six percent of the total gross revenue derived from solid waste collection, transportation, or disposal within the city.

<u>Section 4</u>. <u>Savings</u>. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, that decision shall not affect the validity of the remaining portions of this ordinance.

<u>Section 5</u>. <u>Ratification</u>. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

<u>Section 6</u>. <u>Corrections by City Clerk or Code Reviser</u>. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

<u>Section 7</u>. <u>Effective Date</u>. This ordinance shall take effect five (5) days from and after its passage and publication as required by law; however, the tax rate increases established by this ordinance will not commence until January 1, 2024. Publication may be by summary publication of the ordinance title.

PASSED by the City Council and APPROVED by the Mayor of the city of Clyde Hill, at a regular meeting held this 28<sup>th</sup> day of November, 2023.

CITY OF CLYDE HILL, WASHINGTON:
MARIANNE KLAAS, MAYOR

ATTEST/AUTHENTICATED:	
CITY CLERK, DEAN ROHLA	
APPROVED AS TO FORM:	
OFFICE OF THE CITY ATTORNEY:	
BY	
TOM BRUBAKER, LIGHTHOUSE LAW GROUP	
CITY ATTORNEY	
FILED WITH THE CITY CLERK:	
PUBLISHED:	_
EFFECTIVE DATE:	_
ORDINANCE NO.:	

#### **SUMMARY OF ORDINANCE NO. 999**

of the City of Clyde Hill, Washington

On November 28<sup>th</sup>, 2023, the City Council of the city of Clyde Hill, Washington, approved Ordinance No. 999, the main points of which are summarized by its title:

AN ORDINANCE OF THE CITY OF CLYDE HILL, WASHINGTON; AMENDING SECTION 3.28.030(E) TO INCREASE THE TAX ON UTILITY WATER SERVICE FROM 9% TO 10%; AMENDING SECTION 3.28.030(F) TO INCREASE THE TAX ON SANITARY SEWER UTILITY SERVICE FROM 9% TO 10%; AMENDING SECTION 3.28.030(G) TO INCREASE THE TAX ON THE BUSINESS OF SOLID WASTE COLLECTION, TRANSPORTATION AND DISPOSAL FROM 4% TO 6%; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE FOR THESE TAX RATE INCREASES OF JANUARY 1, 2024; AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE.

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

APPROVED by the city council at their meeting of November 28, 2023.

DEAN ROHLA, CITY CLERK

# Rate History for Utility Taxes & Franchise Fees City of Clyde Hill, Washington



Year End         Ordinance         Electric Utility Tax Rate           2000         No Change         6.0%           2001         829         6.0%           2002         No Change         6.0%           2003         No Change         6.0%           2004         No Change         6.0%           2005         869         6.0%           2006         876         6.0%           2007         883         6.0%	Natural Gas Utility Tax	Solid Waste	Cable TV	Loc Access Telephone	Long Dist Telephone	Wireless Telephone	Solid Waste	C 11 TW		
2001 829 6.0% 2002 No Change 6.0% 2003 No Change 6.0% 2004 No Change 6.0% 2005 869 6.0% 2006 876 6.0%	Rate	Utility Tax Rate	Utility Tax Rate	Utility Tax Rate	Utility Tax Rate	Utility Tax Rate	Franchise Fee Rate	Cable TV Franchise Fee Rate	Water Franchise Fee Rate	Sewer Franchise Fee Rate
2002       No Change       6.0%         2003       No Change       6.0%         2004       No Change       6.0%         2005       869       6.0%         2006       876       6.0%	6.0%	10.0%	%	6.0%	6.0%	6.0%	5.5%	5.0%	10.0%	10.0%
2003       No Change       6.0%         2004       No Change       6.0%         2005       869       6.0%         2006       876       6.0%	6.0%	10.0%	10.0%	6.0%	6.0%	6.0%	5.5%	5.0%	10.0%	10.0%
2004       No Change       6.0%         2005       869       6.0%         2006       876       6.0%	6.0%	10.0%	10.0%	6.0%	6.0%	6.0%	5.5%	5.0%	10.0%	10.0%
2005 869 6.0% 2006 876 6.0%	6.0%	10.0%	10.0%	6.0%	6.0%	6.0%	5.5%	5.0%	10.0%	10.0%
2006 876 6.0%	6.0%	10.0%	10.0%	6.0%	6.0%	6.0%	5.5%	5.0%	10.0%	10.0%
	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	5.5%	5.0%	10.0%	10.0%
2007 883 6.0%	6.0%	4.0%	4.0%	4.0%	0.0%	6.0%	5.5%	5.0%	10.0%	10.0%
	6.0%	4.0%	4.0%	4.0%	0.0%	6.0%	5.5%	5.0%	8.0%	8.0%
2008 No Change 6.0%	6.0%	4.0%	4.0%	4.0%	0.0%	6.0%	5.5%	5.0%	8.0%	8.0%
2009 896 6.0%	6.0%	4.0%	9.0%	6.0%	0.0%	6.0%	5.5%	5.0%	9.0%	9.0%
2010 No Change 6.0%	6.0%	4.0%	9.0%	6.0%	0.0%	6.0%	5.5%	5.0%	9.0%	9.0%
2011 No Change 6.0%	6.0%	4.0%	9.0%	6.0%	0.0%	6.0%	5.5%	5.0%	9.0%	9.0%
2012 No Change 6.0%	6.0%	4.0%	9.0%	6.0%	0.0%	6.0%	5.5%	5.0%	9.0%	9.0%
2013 No Change 6.0%	6.0%	4.0%	9.0%	6.0%	0.0%	6.0%	5.5%	5.0%	9.0%	9.0%
2014 No Change 6.0%	6.0%	4.0%	9.0%	6.0%	0.0%	6.0%	5.5%	5.0%	9.0%	9.0%
2015 No Change 6.0%	6.0%	4.0%	9.0%	6.0%	0.0%	6.0%	5.5%	5.0%	9.0%	9.0%
2016 No Change 6.0%	6.0%	4.0%	9.0%	6.0%	0.0%	6.0%	5.5%	5.0%	9.0%	9.0%
2017 No Change 6.0%	6.0%	4.0%	9.0%	6.0%	0.0%	6.0%	5.5%	5.0%	9.0%	9.0%
2018 No Change 6.0%	6.0%	4.0%	9.0%	6.0%	0.0%	6.0%	5.5%	5.0%	9.0%	9.0%
2019 No Change 6.0%	6.0%	4.0%	9.0%	6.0%	0.0%	6.0%	5.5%	5.0%	9.0%	9.0%
2020 No Change 6.0%	6.0%	4.0%	9.0%	6.0%	0.0%	6.0%	5.5%	5.0%	9.0%	9.0%
2021 No Change 6.0%	6.0%	4.0%	9.0%	6.0%	0.0%	6.0%	5.5%	5.0%	9.0%	9.0%
2022 No Change 6.0%	6.0%	4.0%	9.0%	6.0%	0.0%	6.0%	5.5%	5.0%	9.0%	9.0%
2023 No Change 6.0%	6.0%	4.0%	9.0%	6.0%	0.0%	6.0%	5.5%	5.0%	9.0%	9.0%
2024 PROPOSED 6.0%									10.0%	10.0%



# **Agenda Bill**

AB# 23-39

Clyde Hill City Council

Meeting Date: 11/28/2023

**Subject** Establishing a Technology Fee

**Document Type** Ordinance

**Department** Finance

**Contact** Lisa King

**Attorney Review** Under Review

**Committee Recommendation** BAC Yes

**Planning Commission Recommendation N/A** 

**Handling** Normal **Deadline Date** 11/28/2023

**Needed from Council Action** 

#### Recommendation

Create CHMC Chapter 3.52 Technology Fee.

#### **Council Review History**

September 26, 2023 BAC Special Meeting; Draft Budget presented – Revenue discussion. November 2, 2023 BAC Special Meeting; Preliminary Budget – Expenditure discussion. November 14, 2023 Public Hearings on 2024 Budget and Property Tax Levy Revenues.

### **Attachments/References**

- Ordinance #1000 Adding Chapter 3.52 Technology Fee to the CHMC
- Resolution #692 Adopting the 2024 Master Fee Schedule

## **Routing**

**Director:** Lisa King **Approved:** LK 11/20/2023

**Administrator:** Dean Rohla **Approved:** DAR Date

### **Budget Impacts** No Budgetary Impact

## **Expenditure**

				Budget	
Fund	Account Description	Cost	2023 Budget	Budget Amendment Needed	Amended 2023 Budget

#### Revenue

				Budget	
Fund	Account Description	Revenue	2023 Budget	Budget Amendment Needed	Amended 2023 Budget

Notes: Pass the 2024 Master Fee Resolution

Verified by Finance: Lisa King LK

## **Key Facts and Information Summary**

The City of Clyde Hill's resident Budget Advisory Committee reviewed the city's finances and developed budget recommendations for the 2024 budget. To address, in part, a structural imbalance in the city's annual budget, the BAC subsequently recommended an increase in some of the city's fees.

Creation of a new code section Chapter 3.52 Technology Fee is required to implement the fee identified on the Master Fee Resolution. The Technology Fee of \$25 will apply to all applications and permits over \$100 as denoted by this image on the schedule. This is anticipated to bring in approximately \$4,000 based on an estimated 160 permits issued per year.

#### **Recommended Motion**

Move to approve Ordinance #1000 Adopting CHMC Chapter 3.52 Technology Fee.

#### **ORDINANCE NO. 1000**

AN ORDINANCE OF THE CITY OF CLYDE HILL, WASHINGTON; CREATING CHAPTER 3.52 ESTABLISHING A TECHNOLOGY FEE TO BE COLLECTED TO COVER THE COST OF TECHNOLOGY HARDWARE, SOFTWARE, AND DATA PROCESSING TIME TO ISSUE AND MANAGE CERTAIN PERMITS IDENTIFIED IN THE MASTER FEE RESOLUTION; ESTABLISHING AN EFFECTIVE DATE FOR THIS FEE OF JANUARY 1, 2024; PROVIDING FOR SEVERABILITY; AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE.

Whereas, the City of Clyde Hill's resident Budget Advisory Committee reviewed the city's finances and developed budget recommendations for the 2024 budget. To address, in part, a structural imbalance in the City's annual budget, the Budget Advisory Committee subsequently recommended the creation of a technology fee; and

Whereas, the City of Clyde Hill's information technology needs continue to increase to meet the demand of residents and the requirements of the state of Washington; and

Whereas, having studied the Budget Advisory Committee's recommendations, the City Council has determined that it is in the best interest of the City of Clyde Hill to establish a technology fee to pay for these costs; and

Whereas, fees are established and periodically updated via resolution;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLYDE HILL, WASHINGTON, DO ORDAIN AS FOLLOWS:

#### **ORDINANCE**

<u>Section 1.</u> <u>Establishment of Chapter 3.52 Technology Fee</u>. Section 3.52 of the Clyde Hill Municipal Code, is created to establish a Technology Fee to be collected to cover the cost of technology hardware, software, and data processing time to issue and manage certain permits identified in the master fee resolution. The amount of the fee will be identified and periodically updated via resolution.

<u>Section 2.</u> <u>Savings.</u> If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, that decision shall not affect the validity of the remaining portions of this ordinance.

<u>Section 3.</u> <u>Ratification</u>. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed

Section 4. Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

Section 5. Effective Date. This ordinance shall take effect five (5) days from and after its passage and publication as required by law; however, the fees established by this ordinance will not commence until January 1, 2024. Publication may be by summary publication of the ordinance title.

PASSED by the City Council and APPROVED by the Mayor of the City of Clyde Hill, at a regular meeting held this 28<sup>th</sup> day of November, 2023.

CITY OF CLYDE HILL, WASHINGTON:

	,
	MARIANNE KLAAS, MAYOR
ATTEST/AUTHENTICATED:	
CITY CLERK, DEAN ROHLA	
APPROVED AS TO FORM: OFFICE OF THE CITY ATTORNEY:	
BY TOM BRUBAKER, LIGHTHOUSE LAW GROU CITY ATTORNEY	Р
FILED WITH THE CITY CLERK: PUBLISHED: EFFECTIVE DATE:	
ORDINANCE NO.:	

#### **SUMMARY OF ORDINANCE NO. 1000**

of the City of Clyde Hill, Washington

On November 28<sup>th</sup>, 2023, the City Council of the city of Clyde Hill, Washington, approved Ordinance No. 1000, the main points of which are summarized by its title:

AN ORDINANCE OF THE CITY OF CLYDE HILL, WASHINGTON; AMENDING SECTION 3.28.030(E) TO INCREASE THE TAX ON UTILITY WATER SERVICE FROM 9% TO 10%; AMENDING SECTION 3.28.030(F) TO INCREASE THE TAX ON SANITARY SEWER UTILITY SERVICE FROM 9% TO 10%; AMENDING SECTION 3.28.030(G) TO INCREASE THE TAX ON THE BUSINESS OF SOLID WASTE COLLECTION, TRANSPORTATION AND DISPOSAL FROM 4% TO 6%; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE FOR THESE TAX RATE INCREASES OF JANUARY 1, 2024; AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE.

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

APPROVED by the city council at their meeting of November 28, 2023.

DEAN ROHLA, CITY CLERK



# **Agenda Bill**

AB# 23-34

Clyde Hill City Council

Meeting Date: 11/28/2023

**Subject** Master Fee Resolution

**Document Type** Resolution

**Department** Finance

**Contact** Lisa King

**Attorney Review** Under Review

**Committee Recommendation** BAC Yes

**Planning Commission Recommendation N/A** 

**Handling** Normal **Deadline Date** 11/28/2023

**Needed from Council Action** 

#### Recommendation

Approve updated 2024 Master Fee Resolution.

#### **Council Review History**

September 26, 2023 BAC Special Meeting; Draft Budget presented – Revenue discussion. November 2, 2023 BAC Special Meeting; Preliminary Budget – Expenditure discussion. November 14, 2023 Public Hearings on 2024 Budget and Property Tax Levy Revenues.

## **Attachments/References**

• Resolution #692 Adopting the 2024 Master Fee Schedule

## Routing

**Director:** Lisa King **Approved:** LK 11/20/2023

Administrator: Dean Rohla Approved: DAR Date

### **Budget Impacts** No Budgetary Impact

#### **Expenditure**

				Budget	
Fund	Account Description	Cost	2023 Budget	Budget Amendment Needed	Amended 2023 Budget

#### Revenue

			Budget		
Fund	Account Description	Revenue	2023 Budget	Budget Amendment Needed	Amended 2023 Budget

Notes: Pass the 2024 Master Fee Resolution

**Verified by Finance:** Lisa King LK

## **Key Facts and Information Summary**

The City of Clyde Hill's resident Budget Advisory Committee reviewed the city's finances and developed budget recommendations for the 2024 budget. To address, in part, a structural imbalance in the city's annual budget, the BAC subsequently recommended an increase in some of the city's fees.

The City will increase the Grading Plan Review Fee from \$0.35 for each additional cubic yard over 50 yards to \$11.00 for each additional cubic yard over 50 cubic yards. The City will direct funds into the City Street Fund to use toward the repair of streets that are damaged as a result of heavy trucking that occurs during a large construction project in the City of Clyde Hill. This is budgeted to bring in approximately \$65,500 in 2024 based on the average number of cubic yards permitted over the past five years.

Increases to the master fee schedule also includes creation of a new code section Chapter 3.52 Technology Fee. The Technology Fee of \$25 will apply to applications and permits over \$100 as denoted by this computer image ( ) on the Master Fee Schedule. This fee is anticipated to bring in approximately \$4,000 in 2024 based on an estimated 160 permits issued per year.

### **Recommended Motion**

Move to approve Resolution #692 Adopting the 2024 Master Fee Resolution and associated fee schedule as presented.

#### **RESOLUTION NO. 692**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLYDE HILL, WASHINGTON, UPDATING THE MASTER FEE RESOLUTION.

#### **RECITALS**

WHEREAS, the City Council has determined that all fees established in the Clyde Hill Municipal Code should be centralized and incorporated into a single resolution to be updated on a regular basis; and

WHEREAS, the City Council desires to keep the City's fee list as current as possible relating to all costs for services,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLYDE HILL, WASHINGTON, RESOLVE AS FOLLOWS:

<u>Section 1.</u> <u>Effective Date and Repeal of Prior Master Fee Resolution.</u> The effective date for the revised fee schedule shall be January 1, 2024. At that time, Resolution No. 682 is hereby repealed.

<u>Section 2</u>. <u>Adoption of Fees by Reference to Exhibits.</u> The City Council hereby adopts the schedule of fees for the various actions, permits, applications, and appeals that are described on Exhibit A, which is incorporated by this reference.

<u>Section 3.</u> <u>Savings</u>. If any section, subsection, paragraph, sentence, clause, or phrase of this resolution is declared unconstitutional or invalid for any reason, that decision shall not affect the validity of the remaining portions of this resolution.

<u>Section 4.</u> <u>Ratification</u>. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

<u>Section 5.</u> <u>Corrections by City Clerk or Code Reviser</u>. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this resolution, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or resolution numbering and section/subsection numbering.

<u>Section 6.</u> <u>Effective Date</u>. This resolution shall take effect immediately upon passage, but the Exhibit A Master Fee Schedule will not take effect until January 1, 2024.

RESOLVED this 28<sup>th</sup> day of November, 2023.

	APPROVED:
	MAYOR, MARIANNE KLAAS
ATTEST/AUTHENTICATED:	
CITY CLERK, DEAN ROHLA	
APPROVED AS TO FORM:	
OFFICE OF THE CITY ATTORNEY:	
CITY ATTORNEY, TOM BRUBAKER	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
FILED WITH THE CITY CLERK: PASSED BY THE CITY COUNCIL: RESOLUTION NO	

# EXHIBIT "A" MASTER FEE RESOLUTION

Fee Type	CHMC Section	Amount					
Chapter 1.15 – DEVELOPMENT AGREEMENTS							
Development Agreement Fee	Section 1.15.080	\$5,000.00 (non-refundable fee) plus actual costs incurred by the City for hiring outside consultants needed to review and process the agreement, including, but not limited to, attorneys, but excluding work performed by the city attorney.					
Chap	ter 2.21 – HEARING EXAMINER	SYSTEM					
Transcription Costs	Section 2.21.080	Actual costs incurred by the City to prepare a transcript.					
	Chapter 3.28 – UTILITY TAXES						
Utility Tax Appeal Fee	Section 3.28.110	\$500.00 (non-refundable fee) plus actual costs incurred by the City for hiring outside consultants to review and conduct the appeal, including, but not limited to, attorneys, but excluding work performed by the city attorney.					
	Chapter 3.52 - TECHNOLOGY FL	<u>E</u>					
<u>Technology Fee</u>	<u>Section 3.52.010</u>	\$25.00 per application or permit costing \$100.00 or greater					
Chap	ter 4.01 – CLYDE HILL MUNICIPA	L COURT					
Witness Fee	Section 4.01.100	\$10.00 per day, plus mileage in the amount set by RCW 43.03.060  Expert witnesses may be paid in excess of this amount only upon prior agreement between the City and the Expert Witness					
Juror Service Fee	Section 4.01.110	\$10.00 per day, plus mileage in the amount set by RCW 43.03.060					
Case Filing	Section 4.01.120	\$31.00 per case					
Transcript of Judgment	Section 4.01.120	\$6.00 per judgment					
Certifying any document on file	Section 4.01.120	\$5.00 per document plus \$0.10 per page for copies					
Preparing the record of a case for appeal to Superior Court	Section 4.01.120	\$40.00 per case, plus Superior Court Filing Fee					
Duplication of part or all of the electronic tape of a proceeding	Section 4.01.120	\$10.00 per tape					
Probation Fee	Section 4.01.120	\$50.00 per month					

Exhibit A Page 1

Fee Type	CHMC Section	Amount
Chapter 4	1.01 – CLYDE HILL MUNICIPAL	. COURT (continued)
Stop Payment Fee for Court	Section 4.01.120	\$25.00 per check
Issued Checks		
Non-Sufficient Funds Fee for	Section 4.01.120	\$25.00 per check
Returned Checks	Section 4.01.120	¢31.00 per esse
Vehicle Impound Hearing Fee Proof of Insurance /	Section 4.01.120	\$31.00 per case \$25.00 per case
Administrative Dismissal	3ection 4.01.120	323.00 per case
Electronic Home Detention	Section 4.01.120	\$25.00 set-up, plus \$105.00 per week, unless another amount is set by Court order
Work Release	Section 4.01.120	\$25.00 set-up, plus \$20.00 per day, unless another amount is set by Court order
Day Detention	Section 4.01.120	\$10.00 per day, unless another amount is set by Court order
Failure to Respond	Section 4.01.125	\$25.00 for parking cases \$47.00 for infraction cases
	Chapter 5.04 – HOME OCCU	
T	referred to in Chapter 5.04 a siness License as described in	
C	hapter 5.12 – CABLE COMMU	INICATIONS
Cable Franchise	Section 5.12.200	\$2,000.00
	Chapter 5.16 – PEDDLER'S	PERMITS
Peddler's Permit	Section 5.16.030(D)	\$27.00 (non-refundable)
Permit Appeal Fee	Section 5.16.080	\$500.00 (non-refundable)
	Chapter 5.18 – BUSINESS L	
Business License	Section 5.18.080 (A)	\$25.00 (non-refundable), plus the Washington State service/handling charge – Not Prorated for partial year
Business License Renewal	Section 5.18.090 (A)	\$25.00 (non-refundable), plus the Washington State service/handling charge – Not Prorated for partial year
Business License Late Charge	Section 5.18.090 (B)	\$10.00 (non-refundable), plus the Washington State service/handling charge
Council Appeal Fee	Section 5.18.100 (B)	\$500.00 (non-refundable), plus actual costs incurred by the City for hiring outside consultants to review and process the appeal, including, but not limited to, attorneys, but excluding work performed by the city attorney.

Exhibit A Page 2

Ego Turno	CUMC Sostion	Amount
Fee Type	CHMC Section  Chapter 8.14 - FALSE ALAF	Amount
False Alarm Fee	Section 8.14.040	\$75.00 second response
		\$150.00 each succeeding
		response
Cha	pter 8.30 – MOTOR HOMES,	TRAILERS,
RECR	EATIONAL VEHICLES AND JUN	NK VEHICLES
Variance Application to	Section 8.30.190	\$500.00 (non-refundable), plus
Chapter 8.30		actual costs incurred by the City for
		hiring outside consultants,
		including, but not limited to, the
		hearings examiner and attorneys,
		but excluding work performed by
		the city attorney.
	chaptor 9.32	
Portable Storage Containers	Chapter 8.32	\$100.00
	0.48 – SIZE, WEIGHT AND LOA	
Special Permit-Oversized Vehicles (>40' L)	Section 10.48.100	\$50.00
	pter 12.08 – STREET OPENING	G PERMITS
Street Opening Permit:	Section 12.08.030	4252.22 / 5 111.
Application and Processing Fee		\$250.00 (non-refundable)
Additional Review &		(1) \$75.00 per inspection
Inspection Fees:		(2) Additional plan position 675 00
(1) When more than one (1)		(2) Additional plan review \$75.00
Inspection is required		per hour when reviewed by a full-time City employee or the
(2) Additional plan accions		actual cost to the City for
(2) Additional plan review		consultant's time to review the
required by complexity of,		application plus \$50.00.
changes, additions or		application plus \$50.00.
revisions to the initial plan		(3) \$750*
submittal		
Pavement Intrusion Fees:		(4) \$750 plus \$100 per sq. ft. over 15
(3) Less than or equal to 15 sq. ft.		sq. ft. or 10 lineal ft.*
or 10 lineal ft.		
or 10 iiilear it.		*For intrusions into pavement less
(4) Greater than 15 sq. ft. or 10		than two (2) years old the intrusion
lineal ft.		fee is tripled
inicai it.		*For intrusions into pavement less
		than five (5) years but greater than
		two (2) years old, the intrusion fee is
		doubled.
		*For utility or road work resulting from City or City- requested projects,
		the above fees are waived.
		the above lees are waived.

	Chapter 12.14 – PUBLIC PLACE USE PERMITS				
Permit	Туре А	Туре В	Type C	Type D	Туре Е
Туре					
Application Fee:  Permit fees for Type A through D Public Place Use Permits shall be determined by the City Administrator on a case-by- case basis after considering the location, amount of right-of-way used, length of time for the permit, type of facility and overall scope and scale of the permit.	\$250.00 (non-refundable) plus actual costs incurred by the City in processing the permit.  However, the decision-maker has the discretion to reduce or waive the application fee based upon the amount of time expended reviewing and processing the application and the City supervision resulting from the use	\$250.00 (non-refundable) plus actual costs incurred by the City in processing the permit	\$250.00 (non-refundable) plus actual costs incurred by the City in processing the permit  For driveways only \$150.00 (non-refundable), plus actual costs incurred by the City in processing the permit	\$250.00 (non-refundable) plus actual costs incurred by the City in processing the permit	\$2,500.00 (non-refundable) Public Place Use Permit Fee for siting a WCF within the City shall be established based upon the criteria set forth under Chapter 17.77 below. (CHMC Sections and 17.77.080) For All Other Type E Permits, the fee shall be as negotiated by the parties, taking into consideration the following factors: (1) the amount of space within a public place (linear or otherwise) that the applicant is using under the permit; (2) the length of time the applicant will be using the public place; (3) the use of concealment technology to minimize the effects of the use proposed; (4) any benefits or in- kind contributions provided to the City; (5) the effect of the use on the current and future stability and maintenance costs of the public place; and (6) The costs of administering the permit, including monitoring and inspections (see below for inspection fees).
Other Inspections and Fees:	\$150.00 per hou 2. Additional per hour* when	ur* blan review requiro reviewed by a ful	ed by changes, ad	•	
	* Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.				

Fee Type	CHMC Section	Amount
Chapter 12.14 -	PUBLIC PLACE USE PERM	
Public Place Use Permit Appeal Fee	Section 12.14.090	\$500 (non-refundable fee) plus actual costs incurred by the City for hiring outside consultants to review and conduct the appeal, including, but not limited to, attorneys, but excluding work performed by the city attorney.
Chapt	ter 15.04 – CITY BUILDING	G CODE
Pre-Application Conference	Section 15.04.050 D Section 15.04.060 E Section 19.02.001	\$100 paid prior to meeting for a 1- hour meeting (minimum amount)  Additional \$50/hr for meetings in excess of 1 hour
		\$100 of the pre-paid amount will be a credit towards the plan check fee if a complete application for a building permit is received within 60 days of the pre-application meeting.
Final Inspection Fee	Section 15.04.050 J Section 15.04.060 J	\$200.00 base fee plus \$100.00/hr for actual staff time. Fee to be paid prior to final inspection.
Address Change Fee	Section 15.04.050 J Section 15.04.060 J	\$200.00
<ul> <li>(1) Building Permit Fee</li></ul>	Section 15.04.050 F Section 15.04.060 F Section 15.04.070 B	<ul> <li>(1) See Building Permit Fee Schedule – Table 1</li> <li>(2) \$125.00 permit; \$100.00 reinspection fee – all other noneligible project elements see Building Permit Fee Schedule – Table 1</li> </ul>
Building Plan Review Fee  Expedited Plan Review Fee (1)	Section 15.04.050 F Section 15.04.060 F Section 15.04.070 B	See Building Permit Fee Schedule – Table 1 (1) Double the permit review fee – Guaranteed review w/in two (2) weeks
Demolition Permit Fee	Chapter 15.07	\$250.00 for projects less than \$50,000 \$500.00 for projects \$50,000 or more
Appeal Fee	Section 15.04.050 N Section 15.04.060 N	\$500.00 (non-refundable) plus actual costs incurred by the City for Hearing Examiner fees
Grading Plan Review Fees (1) 50 cubic yards or less (40 m <sup>3</sup> ) (2) Over 50 cubic yards	Section 15.04.050 F Section 15.04.060 F Section 15.10.010 Section 19.01.003	<ul> <li>(1) \$50.00 Base fee for the first 50 cubic yards</li> <li>(2) \$0.3511.00 for each additional cubic yard or fraction thereof in addition to the base fee</li> </ul>

Fee Type	CHMC Section	Amount
	04 – CITY BUILDING CODE	(Continued)
Other Inspections and Fees: (1) Inspections outside of normal business hours	Section 15.04.050 F Section 15.04.060 F	(1) \$100.00 per hour* (Minimum charge - two hours)
(2) Re-Inspection Fee (15.04.050 K – 15.04.060 K)		(2) \$100.00 per hour* (Minimum charge - two hours)
(3) Inspections for which no fee is specifically indicated		(3) \$100.00 per hour* (Minimum charge - one-hour)
(4) Additional plan review required by changes, additions or revisions to plans		(4) Additional plan review \$100.00 per hour* when reviewed by a full-time City employee or the actual cost to the City for
(5) For use of outside consultants for the plan review, checking and inspections (15.04.050 H –		consultant's time to review the application plus \$75.00.  (5) Actual Cost**
15.04.060 H)  (6) Roof Sheathing permit and		(6) \$175.00 for permit and two (2) inspections
inspection fee		* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.
		** All consultant costs to the City plus \$75.00 for administrative overhead.
Previously Issues Permits - Destroyed building prior to	Section 15.04.060 C1d	
(1) Plan Check Fees		(1) \$150.00 Base fee plus \$75.00 per hour for the actual time spent on the review.
(2) Building Permit Fees		(2) See Building Permit Fee Schedule— Table 1

OVER-THE-0	COUNTER WINDO	<b>W REPLACEMENT PERMITS</b>

#### WINDOW REPLACEMENT APPLICATIONS

Simple window and sliding glass door replacements can be permitted over-the-counter with the following fees:

- \$125.00 Fee
- \$100.00 for 2<sup>nd</sup> or subsequent final inspection fee

#### PROJECTS WITH MORE THAN WINDOW REPLACEMENT

- A project with a new window location, a change in a window's size (either larger or smaller), a new skylight or any other matters normally requiring a building permit are not eligible for an over-thecounter permit and will be processed according to the City's building permit requirements/fees
- Projects that have both eligible over-the-counter window replacements and other items requiring a regular building permit will be handled as follows:
  - The window only replacement element will be handled as an over-the-counter permit as outlined above (\$125.00 regardless of value)
  - The non-eligible over-the-counter project elements will require a building permit and any appropriate documentation/fees associated with that request.

	Fee Type	CHMC Section	Amount
	Chapter 15.04 – CITY	BUILDING CODE (continu	ed)
Mechan	nical Permit Fee	Section 15.04.050 F Section 15.04.060 F	Permit Issuance:
	<u>lssuance:</u> the issuance of each permit		(1) \$75.00
Unit Fee	e Schedule:		<u>Unit Fee Schedule:</u>
ead	r the installation or relocation of ch re-circulating hot water central ating system, including vents or es		(1) \$100.00
gra	r the installation or relocation of each avity-type or forced air central heating stem		(2) \$65.00
` '	r the installation or relocation of ch hot water heating system		(3) \$65.00
ead	r the installation or relocation of ch heat pump with air conditioning pplement		(4) \$100.00
(-)	r the installation or relocation of ch unit heater, fireplace, log lighter		(5) \$65.00
rar eq by abo	r the installation or relocation of gas nge or other appliance, piece of uipment or system which is regulated this code but not set forth in the ove categories or for which no other e is listed in this Section		(6) \$55.00
. ,	r the installation or relocation of ch exhaust fan or appliance vent		(7) \$15.00
sys	r installation of any single unit or stem with an input in excess of 0,000 BTU		(8) See Building Permit Fee Schedule – Table 1
Fire Life	e/Safety Inspection Fee	Section 15.04.070.F	\$25.00 (non-refundable), to be paid to the third party performing the work

Fee Type	CHMC Section	Amount	
	Chapter 15.10 - DRAIN	AGE	
Adjustment and Variance Criteria	Section 15.10.070 B	\$1,500.00 (non-refundable), plus actual costs incurred by the City for hiring outside consultants to review and process the application, including, but not limited to, engineering consultants, the hearings examiner, and attorneys, but excluding work performed by the city attorney.	
Inspection Fees	Section 15.10.110 D	Storm inspections relating to preconstruction, construction and final inspection are included as part of the building permit. \$100.00 per hour (Minimum charge - two hours) for storm inspections after the facility has received a final inspection	
•	er 16.10 – LOT BOUNDARY		
Boundary Line Adjustment Application	Section 16.10.040	\$750.00 (non-refundable), plus actual costs incurred by the City for hiring outside consultants to review and process the application, including, but not limited to, attorneys (to the extent such costs exceed the application fee), but excluding work performed by the city attorney.	
Appeals of Boundary Line Adjustment	Section 16.10.100	\$500.00 (non-refundable), plus actual costs incurred by the City for hiring outside consultants to review and conduct the appeal, including, but not limited to, attorneys, but excluding work performed by the city attorney.	
Chapter 16.12 – SHORT PLAT PROCEDURES			
Short Plat Application	Section 16.12.020	\$1,500.00 (non-refundable), plus actual costs incurred by the City for hiring outside consultants to review and process the application, including, but not limited to, attorneys, but excluding work performed by the city attorney.	

Fee Type	CHMC Section	Amount
	Chapter 16.12 – SHORT PLAT PROCEI	· · ·
Appeal of Short Plat	Section 16.12.130	\$500.00 (non-refundable), plus actual costs incurred by the City for hiring outside consultants to review and conduct the appeal, including, but not limited to, attorneys, but excluding work performed by the city attorney.
	Chapter 16.16 – PRELIMINA	ARY PLAT
Preliminary Plat	Section 16.16.070	\$1,500.00 (non-refundable), plus actual costs incurred by the City for hiring outside consultants to review and process the application, including, but not limited to, the hearings examiner and attorneys, but excluding work performed by the city attorney, plus the rezone fee, if required.
	Chapter 16.20 – FINAL	PLAT
Final Plat	Section 16.20.050	\$500.00 (non-refundable), plus actual costs incurred by the City for hiring outside consultants to review and process the Final Plat, including, but not limited to, attorneys, but excluding work performed by the city attorney (\$50.00 deposit per lot)
	Chapter 16.36 – AMENDMENT OF	FYISTING DI ATS
Plat Amendment	Section 16.36.010	\$1,500.00 (non-refundable), plus actual costs incurred by the City in hiring outside consultants to review and process the amendment, including, but not limited to, the hearings examiner and attorneys, but excluding work performed by the city attorney.
	Chapter 17.04.330 – ORIGIN	AL GRADE
Original Grade Analysis	<b>早</b>	\$250.00 (non-refundable), for the staff to certify original grade per property

Fee Type	CHMC Section	Amount
	apter 17.10 – CONDITIONAL	
Conditional Use Permit	Section 17.10.020	\$1,500.00 (non-refundable), plus actual costs incurred by the City in hiring outside consultants to review and process the permit, including, but not limited to, the hearings examiner and attorneys, but excluding work performed by the city attorney.
	Chapter 17.37 - FEN	CES
Permit for fences over 6 feet in height	Section 17.37.035	Fee based on value of the project as outlined in 15.04.010 - See Building Permit Fee Schedule – Table 1
Chapter 17	.38 – TREES – VIEW AND SU	NLIGHT OBSTRUCTION
Arborist Initial Assessment Arborist Report Fee	Section 17.38.030 B 1 Section 17.38.030 C 1	\$0 \$350.00 (non-refundable) Plus actual costs incurred by the City @ \$85/hr if either report takes more than
View Obstruction Application Consultant Deposit	Section 17.38.030 C 2 Section 17.38.030 C 2	three (3) hours to prepare.  Application: \$3,000.00 (non-refundable) Deposit: \$3,500.00 Plus actual costs incurred by the City for hiring outside consultants to review and process the application, including, but
Tree Owner's Expense Deposit	Section 17.38.030 C 2	not limited to, attorneys, but excluding work performed by the city attorney.  \$750.00 (deposit), for use by tree owner for consultants, including, but not limited
Closed Record Appeal	Section 17.38.060	to, arborist, geotech and appraiser. \$500.00 (non-refundable)
		Plus actual costs incurred by the City for transcription, copies, the hearings examiner, any other outside consultants, and attorneys, but excluding work performed by the city attorney

Fee Type	CHMC Section	Amount
	ter 17.39 – ACCESSORY DWE	
Accessory Dwelling Units	Section 17.39.040	\$150.00, plus actual recording and filing
<u> </u>		costs
	Chapter 17.48 – SWIMMING	F POOLS
Swimming Pool Construction	Sections 17.48.030	Fee based on value of the project
Permit		as outlined in
		15.04.010 - See Building Permit Fee
		Schedule – Table 1
•	ter 17.50 – COMMUNICATIO	
Antenna Permits	Section 17.50.030	\$100.00, plus Building Permit Fee Schedule – Table 1
Special Everytian —	Coation 17 FO OCO	
Special Exception	Section 17.50.060	\$250.00 (non-refundable), plus actual costs incurred by the City in hiring
		outside consultants to review and
		process the application, including, but
		not limited to attorneys, but excluding
		work performed by the city attorney.
	Chapter 17.56 - SIGN	<u> </u>
Sign Permit	Sections 17.56.040	See Building Permit Fee Schedule
Sign Fermit	Sections 17.30.040	- Table 1
Chanter 17.	 72 – SPECIAL EXCEPTIONS – I	
Application for Variance	Section 17.72.100	\$1,500.00 (non-refundable fee) plus
P.P. STATE OF THE PROPERTY OF		actual costs incurred by the City for
		hiring outside consultants to review
		and process the application, including,
		but not limited to, the hearings
		examiner and attorneys, but excluding
		work performed by the city attorney.
Application for Interpretation	Section 17.72.060 (C1)	\$1,500.00 (non-refundable) plus actual
		costs incurred by the City for hiring
		outside consultants to review and
		process the application, including, but
		not limited to, the hearings examiner
		and attorneys, but excluding work
		performed by the city attorney.
City Council Appeal Fee	Section 17.72.060 (C2)	\$500.00 (non-refundable) plus actual
		costs incurred by the City for hiring
		outside consultants to review and
		conduct the appeal, including, but not
		limited to, the hearings examiner and
		attorneys, but excluding work
		performed by the city attorney.
	I	l .

Exhibit A

Page 12

Application for Rezone Section 17.76.010 S1,500.00 (non-refundable) for each parce land), plus actual costs incurred by the city of the city Sections 12.14.110 and 17.77.050 Sections 12.14.110 and 17.77.080 The Public Place Use Permit Fee for siting a WCF within the City Sections 12.14.110 and 17.77.080 The Public Place Use Permit Fee for siting a WCF within the City Sections 12.14.110 and 17.77.080 The Public Place Use Permit Fee for siting a WCF within the City Sections 12.14.110 and 17.77.080 The Public Place Use Permit Fee for siting a WCF within the City Sections 12.14.110 and 17.77.080 The Public Place Use Permit Fee for a WCF within the City shall be estat based upon the following criteria: (1) the permit fee shall not create a barrier to entry for the Wireless Communications Provider; (2) the permit fee shall not have the effect of discriminating between Providers of similar service; and The permit fee shall be reflective of actual costs of administering the permit similar service; and The permit fee shall be reflective of actual costs of administering the permit similar service; and The permit fee shall be reflective of actual costs of administering the permit similar service; and The permit fee shall be reflective of actual costs of administering the permit similar service; and The permit fee shall be reflective of actual costs of administering the permit similar service; and The permit fee shall be reflective of actual costs of administering the permit similar service; and The permit fee shall be reflective of actual costs of administering the permit similar service; and The permit fee shall be reflective of actual costs of administering the permit service; and The permit fee shall be reflective of actual costs of administering the permit service; and The permit fee shall be reflective of actual costs of administering the permit service; and The permit fee shall be reflective of actual costs of administering the permit service; and The permit see shall be reflective of actual costs of administering t	-		
Application for Rezone   Section 17.76.010   Section 17.77.010   S	Fee Type	CHMC Section	
petition (one petition for each parce land), plus actual costs incurred by City in hiring outside consultants to review and process the application, including, but not limited to, attorn but excluding work performed by th attorney    Chapter 17.77 - WIRELESS COMMUNICATIONS FACILITIES		T	
Applications  Public Place Use Permit - Application for siting a WCF within the City  Permits  Public Place Use Permit Fee for siting a WCF within the City  Permits awCF within the City  Permits (1) The Public Place Use Permit Fee for a WCF within the City shall be establesed upon the following criteria:  (1) the permit fee shall not create a barrier to entry for the Wireless Communications Provider;  (2) the permit fee shall not have the effect of discriminating between Providers of similar service; and The permit fee shall be reflective of actual costs of administering the perincluding hiring of outside consultar use of City Attorney services.  Variance  Application for Variance  17.77.110(G)  \$3,000.00 non-refundable, plus act costs incurred by the City for hiring outside consultants to review and process the application, including, not limited to, attorneys, but excluding not limited to.	Application for Rezone	Section 17.76.010	petition (one petition for each parcel of land), plus actual costs incurred by the City in hiring outside consultants to review and process the application, including, but not limited to, attorneys, but excluding work performed by the city
Applications  Public Place Use Permit - Application for siting a WCF within the City  Permits  Public Place Use Permit Fee for siting a WCF within the City  Permits   Public Place Use Permit Fee for siting a WCF within the City  Sections 12.14.110 and 17.77.080  The Public Place Use Permit Fee for a WCF within the City shall be estable based upon the following criteria:  (1) the permit fee shall not create a barrier to entry for the Wireless Communications Provider;  (2) the permit fee shall not have the effect of discriminating between Providers of similar service; and The permit fee shall be reflective of actual costs of administering the perincluding hiring of outside consultar use of City Attorney services.  Variance  Application for Variance  17.77.110(G)  \$3,000.00 non-refundable, plus act costs incurred by the City for hiring outside consultants to review and process the application, including, not limited to, attorneys, but excluding not limited to attorneys, but excluding not limited to, attorneys, but excluding not limited to, attorneys, but excluding not limited to.	Chapter 1	7.77 – WIRELESS COMMUNI	ICATIONS FACILITIES
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for siting a WCF within the City shall be estable based upon the following criteria:  (1) the permit fee shall not create a barrier to entry for the Wireless Communications Provider;  (2) the permit fee shall not have the effect of discriminating between Providers of similar service; and The permit fee shall be reflective of actual costs of administering the permit including hiring of outside consultar use of City Attorney services.  Variance  Application for Variance  17.77.110(G)  \$3,000.00 non-refundable, plus actual costs incurred by the City for hiring outside consultants to review and process the application, including, be not limited to, attorneys, but excluding the permit fee shall not the wireless to extend the providers of similar service; and actual costs of administering the permit fee shall be reflective of actual costs of administering the permit fee shall be reflective of actual costs of administering the permit fee shall be reflective of actual costs of administering the permit fee shall not have the effect of discriminating between Providers of similar service; and actual costs of administering the permit fee shall not have the effect of discriminating between Providers of similar service; and actual costs of administering the permit fee shall not have the effect of discriminating between Providers of similar service; and actual costs of administering the permit fee shall not have the effect of discriminating between Providers of similar service; and actual costs of administering the permit fee shall not have the effect of discriminating between Providers of similar service; and the permit fee shall not have the effect of discriminating between Providers of similar service; and the permit fee shall not have the effect of discrimination of similar service; and the effect of discrimination of similar services.	Permits 🖵		
Application for Variance  17.77.110(G)  \$3,000.00 non-refundable, plus actions costs incurred by the City for hiring outside consultants to review and process the application, including, but not limited to, attorneys, but excluding the consultants are consultants.	Public Place Use Permit Fee for siting a WCF within the		<ul> <li>(1) the permit fee shall not create a barrier to entry for the Wireless Communications Provider;</li> <li>(2) the permit fee shall not have the effect of discriminating between Providers of similar service; and</li> <li>The permit fee shall be reflective of the actual costs of administering the permit, including hiring of outside consultants or</li> </ul>
		17.77.110(G)	\$3,000.00 non-refundable, plus actual costs incurred by the City for hiring outside consultants to review and process the application, including, but not limited to, attorneys, but excluding work performed by the city attorney

Fee Type	CHMC Section	Amount
,	Chapter 17.80 - ENFORCE	MENT
Notice of Violation Appeal Fee	Section 17.80.014 (E)	\$250.00 (non-refundable) plus actual costs incurred by the City in hiring outside consultants to review and conduct the appeal, including, but not limited to, attorneys, but excluding work performed by the city attorney
Chapter	18.04 – STATE ENVIRONME	NTAL POLICY ACT
Environmental Review (SEPA)	Section 18.04.310	\$250.00 (non-refundable)
Chapter 19	.06 – CLOSED RECORD DECIS	SIONS AND APPEALS
Closed Record Appeal		\$500.00 (non-refundable), plus actual costs incurred by the City for hiring outside consultants to review and conduct the appeal, including, but not limited to, attorneys, but excluding work performed by the city attorney \$1,500.00 Transcript Deposit
	pter 19.08 – COMPREHENSIV ELOPMENT REGULATIONS AI	
Application for Comprehensive Plan Amendment	Section 19.08.040	\$500.00 (non-refundable) for each petition (one petition for each parcel of land), plus actual costs incurred by the City in hiring outside consultants to review and process the application, including, but not limited to, attorneys, but excluding work performed by the city attorney

## **PUBLIC RECORDS REQUESTS FEE SCHEDULE**

Paper copies of ordinances, resolutions, or findings	First copy free; all other \$0.15 per page
Paper copies of all other records	\$0.15 per page
Scanning	\$0.10 per page
On-site inspection of documents	No Cost
Distribution via digital storage device	<ul> <li>\$0.05 for every four files attached or uploaded</li> <li>\$0.10 per gigabyte of uploaded data</li> <li>The actual cost of any digital storage media (e.g. CD-R, DVD or thumb drive)</li> </ul>
Distribution via email, cloud-based data storage service, or other means of electronic delivery	<ul> <li>\$0.05 for every four files attached or uploaded</li> <li>\$0.10 per gigabyte of transmitted data</li> </ul>
Distribution via mail	<ul><li>The actual cost of envelopes or other packaging</li><li>The actual cost of shipping or postage</li></ul>

#### NOTES:

- (1) The costs above may be combined to the extent that more than one charge applies to a request.
- (2) Pursuant to RCW 42.56.120, the City may impose a customized service charge in addition to the charges outlined above for responses requiring information technology expertise to prepare data compilations or to provide customized access services.
- (3) The City may charge a flat fee of up to \$2.00 for a request as an alternative to the fees above if the City reasonably estimates that the fees for the request under this fee schedule will exceed \$2.00.
- (4) The City may, in its discretion, choose to waive fees for small requests. The Clyde Hill Police Department will waive fees when it provides case reports and other Police Department records documenting criminal incidents to the victim of a crime documented in the records. The Police Department may also waive fees for records delivered electronically.
- (5) The City may enter into alternative fee agreements with requestors under RCW 42.56.120(4) that provide for different fees or clarify the timing and specifics of fee payments. Any such agreements must be in writing and signed by both parties.
- (6) Copying and scanning of paper documents larger than 11" x 17" or other unusual documents requires use of an off-site vendor. The City may also, in its discretion, use an outside vendor for large or complex copying or scanning jobs when it would be more efficient to do so. When the City uses an off-side vendor for copying or scanning, the City will charge the requestor the actual cost of the services rendered. The City will either: (1) pay the vendor directly and seek reimbursement from the requestor before producing the requested copies; (2) arrange for the requestor to pay the vendor directly through an alternative fee arrangement (see Note 5); or (3) require prepayment from the requestor by providing an estimate cost and either reimbursing the requestor or seeking reimbursement from the requestor for any discrepancy between the estimate and final cost.
- (7) City shall not use a requestor's digital storage device to copy records onto, the reason being that the City wants to avoid contracting viruses and other types of malware that might be present on such devices. The City will instead provide a new digital storage device and charge the requestor accordingly. (8) Any other item not specifically provided for in this list will be charged at a rate that will reimburse the City for its cost of duplicating the item.

# **BUILDING PERMIT FEE SCHEDULE - TABLE 1**

Less than \$2,000.00	\$100.00
	\$100.00 for the first \$2,000.00 plus \$17.30 for each additional \$1,000.00,
\$2,001.00 - \$25,000.00	or fraction thereof to and including \$2,000.00
	\$483.00 for the first \$25,000.00 plus \$12.56 for each additional
\$25,001.00 - \$50,000.00	\$1,000.00, or fraction thereof to and including \$25,000.00
Greater than \$50,000.00	\$797.50 for the first \$50,000.00 plus \$8.66 for each additional \$1,000.00, or fraction thereof to and including \$50,000.00

# Other Fees:

1. Plan review fees in addition to building permit fees are assessed at a rate of 65% of the calculated building permit fee.



# **Agenda Bill**

**AB# 23-33** 

Clyde Hill City Council

Meeting Date: 11/28/2023

Subject 2024 Property Tax Levy

**Document Type** Ordinance

**Department** Finance

Contact Lisa King

**Attorney Review** N/A

**Committee Recommendation** BAC Yes

**Planning Commission Recommendation N/A** 

**Handling** Normal **Deadline Date** 11/28/2023

**Needed from Council Action** 

#### Recommendation

Approve the City's 2024 Property Tax Levy.

#### **Council Review History**

July 25, 2023 BAC Introduction Meeting; Financial Policy Statements and Priorities and Goals. August 22, 2023 BAC Special Meeting; Priorities and Goals meeting – Expenditure discussion. September 26, 2023 BAC Special Meeting; Draft Budget presented – Revenue discussion. November 2, 2023 BAC Special Meeting; Preliminary Budget – Expenditure discussion. November 14, 2023 Public Hearings on 2024 Budget and Property Tax Levy Revenues.

#### **Attachments/References**

• Ordinance 1001 - Levying the 2024 General Property Taxes

# Routing

**Director:** Lisa King **Approved:** LK 11/21/2023

Administrator: Dean Rohla Approved: DAR Date

# **Budget Impacts** No Budgetary Impact

#### **Expenditure**

				Budget	
Fund	Account Description	Cost	2023 Budget	Budget Amendment Needed	Amended 2023 Budget

#### Revenue

				Budget Budget				
Fund	Account Description	Revenue	2023 Budget	Budget Amendment Needed	Amended 2023 Budget			

Notes: Pass the 2024 Property Tax Levy

Verified by Finance: Lisa King LK

# **Key Facts and Information Summary**

For the City to receive property tax revenue in 2024, the City Council must adopt the annual property tax levy ordinance certifying the amount of taxes to be levied on its behalf. The Finance Director will submit this to the King County Assessor no later than November 30<sup>th</sup> and file it with the Washington State Auditor's Office and the Municipal Research & Service Center.

The 2024 Budget is based on the property tax recommendation of the City Administration, Budget Advisory Committee and City Council. The consensus reached was to utilize the current property tax capacity, which includes the 1% increase (\$11,127) + new construction (\$14,228) and includes a re-levy for prior year's refunds (\$1,457). The City has no available banked capacity.

The City's Preliminary 2024 Total Assessed Valuation is \$4,197,810,551, a decrease of  $\sim 10.33\%$  over last year's valuation. The City is requesting a tax levy of \$1,340,756 and is expected to have a tax rate of 0.31939 per \$1,000 of assessed value.

#### **Recommended Motion**

Move to approve Ordinance #1001 adopting the 2024 Property Tax Levy as presented.

#### **ORDINANCE NO. 1001**

AN ORDINANCE OF THE CITY OF CLYDE HILL, WASHINGTON, LEVYING THE GENERAL TAXES FOR THE CITY OF CLYDE HILL IN KING COUNTY FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2024, ON ALL PROPERTY, BOTH REAL AND PERSONAL, IN SAID CITY WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PAYING SUFFICIENT REVENUE TO CARRY ON THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE ENSUING YEAR AS REQUIRED BY LAW; PROVIDING FOR SEVERABILITY; PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Clyde Hill, after public hearing and having considered the City's anticipated financial requirements for the year 2024, and the amounts necessary and available to be raised by ad valorem taxes on real, personal and utility property; and

WHEREAS, the City Council of the City of Clyde Hill after hearing and after duly considering all relevant evidence and testimony presented, determined that the City requires a regular levy in the amount of \$1,340,756 which includes an increase in property tax revenue from the previous year and from the addition of new construction and improvements to property and any increase in the value of state-assessed property or amounts authorized by law as a result of any annexations that have occurred. It also includes any omitted assessment levy or relevy for prior year refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLYDE HILL, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. There shall be and hereby is levied on all real, personal and utility property in the City of Clyde Hill, King County, Washington, subject to taxation, taxes for the year 2024, the sum of \$1,340,756, representing an increase of \$11,127 in the regular property tax levy or a 1% percentage increase from the previous year. This levy amount includes an increase to the general levy and additional revenue resulting from the addition of new construction or improvements to property and any increase in the value of state assessed property, or any additional amounts resulting from any annexations that have occurred. By taking this action, the City will not have a cumulative, regular property tax banked amount (\$0). This levy amount includes additional revenue resulting from omitted assessments or relevy for prior year refunds (\$1,457).

<u>Section 2.</u> This ordinance shall be certified to the proper County officials, as provided by law, and taxes here levied shall be collected to pay to the Treasurer of the City of Clyde Hill at the time and in the manner provided by laws of the State of Washington for the collection of taxes

for code cities. Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance. Section 4. This ordinance shall take effect on January 1, 2024, which is more than five (5) days after publication of the attached approved summary thereof consisting of the title. PASSED by the Council of the City of Clyde Hill this 28<sup>th</sup> day of November 2023. APPROVED by the Mayor of the City of Clyde Hill this 28th day of November 2023. CITY OF CLYDE HILL MAYOR, MARIANNE KLAAS ATTEST/AUTHENTICATED CITY CLERK, DEAN ROHLA APPROVED AS TO FORM CITY ATTORNEY, TOM BRUBAKER FILED WITH THE CITY CLERK: \_\_\_\_ PUBLISHED: EFFECTIVE DATE: \_\_\_\_ ORDINANCE NO. \_\_\_\_

#### SUMMARY OF ORDINANCE NO. 1001

of the City of Clyde Hill, Washington

On November 28th 2023, the City Council of the City of Clyde Hill, Washington, approved

Ordinance No. 1001, the main points of which are summarized by its title as follows:

AN ORDINANCE OF THE CITY OF CLYDE HILL, WASHINGTON, LEVYING THE GENERAL TAXES FOR THE CITY OF CLYDE HILL IN KING COUNTY FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2024, ON ALL PROPERTY, BOTH REAL AND PERSONAL, IN SAID CITY WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PAYING SUFFICIENT REVENUE TO CARRY ON THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE ENSUING YEAR AS REQUIRED BY LAW; PROVIDING FOR SEVERABILITY; PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE AND PROVIDING FOR AN EFFECTIVE DATE.

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

APPROVED by the City Council at their meeting of November 28, 2023.

CITY CLERK, DEAN ROHLA



# **Agenda Bill**

AB# 23-32

Clyde Hill City Council **Meeting Date:** 11/28/2023

Subject 2024 Budget

**Document Type** Ordinance

**Department** Finance

Contact Lisa King

**Attorney Review** N/A

**Committee Recommendation** BAC N/A

**Planning Commission Recommendation N/A** 

Handling Normal Deadline Date 11/28/2023

**Needed from Council Action** 

#### Recommendation

Approve the City's 2024 Budget.

#### **Council Review History**

July 25, 2023 BAC Introduction Meeting; Financial Policy Statements and Priorities and Goals. August 22, 2023 BAC Special Meeting; Priorities and Goals meeting – Expenditure discussion. September 26, 2023 BAC Special Meeting; Draft Budget presented – Revenue discussion. November 2, 2023 BAC Special Meeting; Preliminary Budget – Expenditure discussion. November 14, 2023 Public Hearings on 2024 Budget and Property Tax Levy Revenues.

# **Attachments/References**

- Ordinance #1002 2024 Budget
- 2024 Capital Facilities Plan
- 2024 Salary Schedule
- Financial Policies

# Routing

**Director:** Lisa King **Approved:** LK 11/20/2023

Administrator: Dean Rohla Approved: DAR Date

## **Budget Impacts** No Budgetary Impact

#### **Expenditure**

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Fund	Account Description	Cost	2023 Budget	Amendment	Amended 2023 Budget

#### Revenue

				Budget	
Fund	Account Description	Revenue	2023 Budget	Budget Amendment Needed	Amended 2023 Budget

**Notes:** Pass the 2024 Budget

Verified by Finance: Lisa King LK

# **Key Facts and Information Summary**

The Mayor along with City Administration, resident members of the Budget Advisory Committee, and the City Council Finance subcommittee have developed a 2024 Final Budget for your deliberation and consideration.

Per Washington State law, the City Council must adopt a budget and capital facilities plan following the public hearing and prior to the ensuing fiscal year. These requirements have been met. The Council and the BAC reviewed and approved the Financial Policies of the City which help guide the creation of the annual budget. The City has elected to take its 1% property tax increase as well as the allowable amount for new construction for the upcoming year.

The Final Budget closely mirrors the Preliminary Budget presented at the November 14, 2023 Council Meeting.

#### 2023 Year-End Estimates

Throughout the budget process, updates were made to reflect more accurate 2023 year-end estimates. Since the development of the Draft Budget in August and the Preliminary Budget in October, the City received some of its key 4th Quarter revenues that better informed projections, which we incorporated into the Final Budget. Expenditures were also adjusted to better reflect the 2023 year-end projections.

- 2023 Year-End General Fund Revenues are expected to total \$5,241,918.
- 2023 Year-End General Fund Expenditures are expected to total \$5,392,029.
- We are projecting a 2023 Year-End General Fund balance (net of transfers) of \$499,460.
- 2023 Year-End Capital Projects Revenues are expected to total \$1,625,409.

• 2023 Year-End Capital Projects Expenditures are expected to total \$1,353,182.

The expected 2023 year-end numbers are reflected in the 2024 Final Budget document.

#### 2024 General Fund Budget Changes

King County made minor changes to Property Tax revenue estimates. Minor adjustments to General Fund Expenditures for state audit costs and training for City employees are reflected in the Final Budget. 2023 year-end projections and transfers from available ARPA funds have been adjusted to account for an additional police vehicle that was delivered ahead of schedule. Storm drainage capital projects estimated at \$280,000 scheduled for late 2023 have been rescheduled into early 2024, increased the 2024 budget.

#### 2024 General Fund Budget Summary

The General Fund Budget Summary (aka "operating") is as follows:

Beginning Fund Balance: \$499,460
Revenue Budget: \$5,556,541
Expenditure Budget: (\$5,925,180)

• Operating Deficit – before transfers: (\$368,639)

• Operating Transfers (net): \$225,562

• Operating Deficit – after transfers: (\$143,077)

• Ending Fund Balance: \$356,384

# **Recommended Motion**

Move to approve Ordinance #1002 adopting the 2024 Budget and Capital Facilities Plan.

#### **ORDINANCE NO. 1002**

AN ORDINANCE OF THE CITY OF CLYDE HILL, WASHINGTON, ADOPTING THE FINAL BUDGET OF THE CITY FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2024; SETTING FORTH THE TOTALS OF ESTIMATED REVENUES AND APPROPRIATIONS FOR EACH SEPARATE FUND AND AGGRREGATE TOTALS FOR ALL FUNDS COMBINED; STATING THE AVAILABLITY OF THE 2024 CAPITAL FACILITIES PLAN WITH THE CITY CLERK; ADOPTING THE 2024 CAPITAL FACILITIES PLAN; AND AUTHORIZING SUMMARY PUBLICATION BY TITLE ONLY AND PROVIDING FOR AN EFFECTIVE DATE OF JANUARY 1, 2024.

WHEREAS, on or before the first business day in the third month prior to the beginning of the fiscal year of 2024 the City Clerk submitted to the Mayor the estimates of revenue and expenditures for the next fiscal year as required by law; and

WHEREAS, the Mayor reviewed the estimates and made such revisions and/or additions as deemed advisable, and prior to sixty (60) days before January 1, 2024, filed the said revised preliminary budget with the City Clerk together with their budget message and recommendation for the final budget; and

WHEREAS, the City Clerk provided sufficient copies of such preliminary budget and budget message to meet the reasonable demands of taxpayers therefore and published and posted notice of filing for the availability of said preliminary budget, together with the date of a public hearing for the purpose of fixing the final budget, all as required by law; and

WHEREAS, the 2024 fiscal year budget will be passed before the final General Fund No. 001 balance for fiscal year 2024 is known; and

WHEREAS, the City Council scheduled hearings on the preliminary budget for the purpose of providing information regarding estimates and programs; and

WHEREAS, the City Council gave notice and held a Public Hearing on November 28, 2023, which was on or before the first Monday of the month next preceding the beginning of the ensuing fiscal year, for the purpose of fixing a final budget at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, following the conclusion of said hearing the City Council made such adoptions and changes as it deemed necessary and proper,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLYDE HILL, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The final budget for the fiscal year 2024, a copy of which has been and now is on file with the office of the City Clerk, is hereby incorporated herein by this reference as if set forth in full, and said final budget shall be and the same is hereby adopted in full. Section 2. Exhibit A, which is attached hereto and incorporated herein by this reference as though set forth in full, sets forth the totals of estimated revenues and appropriations for each separate fund and the aggregate totals for all such funds combined. Section 3. A complete copy of the final budget for 2024, as adopted, together with a copy of this adopting ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities. Section 4. The 2024 Capital Facilities Plan, a copy of which has been and now is on file with the office of the City Clerk, is hereby incorporated herein by this reference as if set forth in full and adopted in full. Section 5. This ordinance shall take effect January 1, 2024, which is as least five (5) days after publication of the summary of this ordinance, consisting of its title. PASSED by the Council and APPROVED by the Mayor of the City of Clyde Hill this 28th day of November 2023. CITY OF CLDYE HILL: MAYOR, MARIANNE KLAAS ATTEST/AUTHENTICATED: CITY CLERK, DEAN ROHLA APPROVED AS TO FORM: CITY ATTORNEY, TOM BRUBAKER

FILED WITH THE CITY CLERK: PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO

# SUMMARY OF ORDINANCE NO. 1002 of the City of Clyde Hill, Washington On November 28, 2023, the City Council of the City of Clyde Hill, Washington, approved Ordinance No.1002, the main points of which are summarized by its title as follows: AN ORDINANCE OF THE CITY OF CLYDE HILL, WASHINGTON, ADOPTING THE FINAL BUDGET OF THE CITY FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2024; SETTING FORTH THE TOTALS OF ESTIMATED REVENUES AND APPROPRIATIONS FOR EACH SEPARATE FUND AND AGGRREGATE TOTALS FOR ALL FUNDS COMBINED; STATING THE AVAILABLITY OF THE 2024 CAPITAL FACILITIES PLAN WITH THE CITY CLERK; ADOPTING THE 2024 CAPITAL FACILITIES PLAN; AND AUTHORIZING SUMMARY PUBLICATION BY TITLE ONLY AND PROVIDING FOR AN EFFECTIVE DATE OF JANUARY 1, 2024. The full text of this ordinance will be mailed upon request. APPROVED by the City Council at their meeting of November 28, 2023. CITY CLERK, DEAN ROHLA

# **EXHIBIT A**

2024 Budget	Fund 001		Fund 002		Fund 003		Fund 100		Fund 300		TOTAL		
2024 Budget	General Fund		Reserve Fund		Retainage Fund		Spec Rev Fund		Capital Fund			IOIAL	
Revenues	\$	5,556,541	\$	-	\$	50,000	\$	271,706	\$	1,414,181	\$	7,292,428	
Total Transfer In	\$	250,562	\$	-	\$	-	\$	25,000	\$	-	\$	275,562	
TOTAL RESOURCES	\$	5,807,103	\$	-	\$	50,000	\$	296,706	\$	1,414,181	\$	7,567,990	

Expenditures	\$ 5,925,180	\$ -	\$ 50,000	\$ 433,450	\$ 2,480,000	\$ 8,888,630
Total Transfer Out	\$ 25,000	\$ -	\$ -	\$ 250,562	\$ -	\$ 275,562
TOTAL USES	\$ 5.950.180	\$	\$ 50.000	\$ 684.012	\$ 2.480.000	\$ 9.164.192



# 2024 Capital Facilities Plan (CFP)

Clyde Hill's CFP is a coordinated, citywide effort that has beneficial impact on the community and its livability by bringing major (and minor) capital projects to fruition. Capital projects address the high-quality service levels provided in Clyde Hill to meet the needs of residents as well as the needs related to future growth, safety, and development. The City's CFP is a combination of projects reflecting the City's parks, roadway and stormwater systems along with public facilities such as City Hall and the Public Works Building.

A list of the city's proposed projects for 2024 is provided on the following pages.

#### **Facilities Projects**

Clyde Hill has allocated a substantial amount of its financial resources to its "Facilities Master Plan" (FMP) in an effort to account for the large replacement or improvement costs related to our various facilities. 2023 saw the completion of the City Hall Renovation project, a significant milestone, which provided additional staff work space, updates throughout the building, and modernization in Council Chambers. Projects currently proposed for 2024 are anticipated to include:

- Public Works Shop Renovation
  - Rough estimated cost = \$400,000
- Police Admin Office update (carpet and paint)
  - Rough estimated cost = \$25,000
- City Hall Parking Lot
  - o Rough estimated cost = \$50,000

#### **Stormwater Projects**

The City has generally budgeted approximately \$250,000 per year to address stormwater projects of importance. The annual effort is known as the "Small Drainage Program" (SDP) and has provided general benefit to the stormwater system. With no remaining projects from the City's 2015 Stormwater Plan, staff has focused on projects of opportunity to be addressed by the annual SDP. The new stormwater plan, under development, will provide a new Capital Projects list for the SDP to accomplish in future budget years. Projects currently proposed for 2024 include:

- 93<sup>rd</sup> Ave & 28<sup>th</sup> Place Storm Line Replacement
  - Budget Request = \$125,000
  - 17<sup>th</sup> Street Drainage Improvements\*
    - Budget Request = \$375,000
      - \*Pending property owner agreements. Other newly identified projects, or those from the list of deferred projects in 2022 could replace 17<sup>th</sup> if necessary
- Stormwater Comprehensive Plan to Plan Completion
  - Budget Request = \$136,000
- 2023 Small Drainage Program Budget Deferral
  - o Amount = \$280,000
    - \*Contract amount has been authorized in 2023 and is being deferred due to delays in contractor and slip-lining sub-contractor scheduling & availability.

# **Parks Projects**

The 2024 Capital Budget proposes projects as identified in the Parks Capital Improvement Plan (CIP); which was originally generated by staff in the Spring of 2022 in response to best management practices and the requirements of funding partners. The list is updated at least annually. Projects currently proposed for 2024 may include:

- CIP Projects P1, P3 and P5 Pathway Replacement with Pathway and Tennis Court Lighting
  - o Budget Request = \$375,000
- CIP Project P8 Restroom Renovation
  - o Budget Request = \$100,000

Projects may be added or revised as warranted during the year. Additional details on the 6-year CIP and proposed project list are provided below.



Parks Capital Improvement Plan

5/25/2022 11/8/2023 Shaun Tozer, Public Works Director

Project ID	Project Name	Location	2015 Comprehensive Plan - Parks Element; Goal / Policy	Description	Planning Level Cost Estimate (2022)	Year**	Status	Comment / Background
P1	Pathway Replacement	City Park	1.3, 1.4, 1.8	Replacement of approximately 550 linear feet of perimeter asphalt walking path at Park.	\$ 230,000.00	2024	In Design, construction expected in 2024	Costs based on 90% design construction estimate from KPG Psomas, dated 9/6/23
말	COMPLETE Drinking Fountain- Replacement	City Park, adjacent to tennis court	1.3	Proposing an ADA compliant unit with bottle- filler and dog bowl	\$ 10,000.00	2023	COMPLETE	Replaces an existing, older style fixture. Will benefit park users with many accompanied by their dogs. Project will be removed from list in 2024.
P3	Tennis Court LED lighting conversion	City Park	1.3, 1.4, 1.8	Replace existing court light fixtures with new LED heads. Project assumes existing poles will not be replaced. Fixtures on Public Restroom will be replaced if budget allows.	\$ 56,000.00	2024	In Design, construction expected in 2024	Costs based on 90% design construction estimate from KPG Psomas, dated 9/6/23
P4	Pathway lighting & security	City Park	1.3, 1.4	Installation of pathway lighting and other security improvements at park and Public Works facility / Public Restroom. Walkway is apx 550lf, w/20' spacing on lights	\$ 111,000.00	2024	In Design, construction expected in 2024	Costs based on 90% design construction estimate from KPG Psomas, dated 9/6/23
P5	Bench Installation (Bench Swing), 3 Locations Proposed	City Park & Other	1.3, 1.4	Improve pedestrian furnishings at park and along primary walking routes	\$ 15,000.00	On-going	-	Proposes to use non-standard bench swings as a park and walkway amenity.
P6	Tennis Court Resurfacing / Restriping and Fence Modifications	City Park	1.3, 1.4	Regular & routine maintenance OR as necessary to accommodate and expand ability for new sports (pickleball, futsal, etc.) including replacement or modification to existing fence	\$ 65,000.00	2026 or beyond; TBD	-	Court restriped in 2021 for two full-size tennis courts
P7	Park Signage - Park Entrances	City Park	1.3, 1.4	Entrance signage, replacement	\$ 10,000.00	2023	Eagle Scout project, expected completion in June of 2023	Replace old wooden & dilapidated
P8	Restroom facility renovation	City Park	1.3, 1.4	Replace fixtures, flooring, lights, and other minor repair to restroom & facility	\$ 120,000.00	2024-2025	-	Capital maintenance of an aging asset. Existing facility suffers from chipped tiles, outdated fixtures & lighting
P9	Park Signage - Arbor Day Trees	City Park	1.3, 1.4	Arbor Day tree wayfinding signage	\$ 10,000.00	2025	-	Wayfinding signage for the City's 30 Arbor Day trees
P10	View Park Stairs	View Park	1.3, 1.4	Repair and Replace Stairway and/or railing sections as necessary	\$ 50,000.00	2027	-	Placeholder project

TOTAL Parks CIP (Current): \$ 677,000.00

Estimate include 30% contingency for related construction costs
 Year of implementation is included for planning purposes only. Actual implementation, if it occurs, will be contingent on available funding and priorities of the City as adopted through Comprehensive Plan goals and/or Annual Budgets

# **Transportation Projects**

The 2024 Capital Budget proposes projects as identified in the Transportation Improvement Plan (TIP) which was reviewed and approved by City Council in June of 2023. Projects slated for 2024 include:

- TIP Projects P2, P4 and P6 Street Overlays
  - o Budget Request = \$225,000
- TIP Project SI1 NE 84th Street Sidewalk & Drainage Improvements (12<sup>th</sup> Street to 24<sup>th</sup> Street) Preliminary Design Phase
  - o Budget Request = \$450,000
- Capital Asset Maintenance
  - o Estimated at \$75,000

Additional details on the 6-year TIP and proposed project list are provided below.



#### **Transportation Improvement Program Summary**

Date: 6/5/2023 By: Shaun Tozer, Public Works Director

Project ID	Project Name	Location	2015 Comprehensive Plan - Transportation Element; Goal / Policy	2024	2025	2026	2027	2028	2029	Comment / Background
NM-1	20th Street Sidewalk	NE 20th Street (84th to 92nd)	1.3, 1.4, 1.5, 1.6, 3.1						\$ 745,702.25	Project can be deferred & reprioritized as necessary
NM-2	Bicycle Lane Expansion / Improvement	Varies	1.3, 1.4, 1.5, 1.6, 3.1		\$10,000.00		\$10,000.00		\$10,000.00	Opportunity based channelization improvements, small scale
NM-3	86th Ave Streetscape Enhancement - Phase 1	86th Ave NE (20th to 28th)	1.3, 1.4, 1.5, 1.6, 3.1					\$50,000.00		Connected with Preservation project P 7
*NM-4	86th Ave Streetscape Enhancement - Phase 2	86th Ave NE (12th to 20th)	1.3, 1.4, 1.5, 1.6, 3.1						\$50,000.00	Could be connected with Preservation project - unscheduled
*NM-5	96th Ave Streetscape Enhancement	96th Ave (24th to 35th)	1.3, 1.4, 1.5, 1.6, 3.2				\$50,000.00			Connected with Preservation project
*SI-1	NE 84th Street Sidewalk & Drainage Improvements	NE 84th Street (12th to 24th)	1.3, 1.4, 1.5, 1.6, 3.1	\$400,000.00	\$1,600,000.00					Based on 2018 Engineer's Estimate plus 25%; asphalt overlay estimated separately (see P-13). Assumes significant grant funding for construction implementation.
SI-2	Intersection Improvement	TBD	1.3, 1.4, 1.5, 1.6, 3.1			\$50,000.00				Placeholder for project of opportunity
SI-3	Intersection Improvement	NE 12th & 84th Ave	1.2						\$250,000.00	Improvements to complex intersection. Could be incorporated into SI-1; coodination with Medina required
P-#	Annual Overlay & Repair Program (see complete Project List)	Varies	1.4	\$175,100.13	\$586,557.01	\$278,972.94	\$356,364.85	\$392,414.94	\$228,733.53	Estimates included in PCR Data worksheet
P-1	Cracksealing Program	Varies	1.4	\$20,000.00		\$20,000.00		\$20,000.00		Activity to prevent deterioiration of roadway and subgrade
M-1	Maintenance & Operations	Citywide	1.4, 1.5, 3.1	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	Capital Asset Maintenance

 Planning Level Cost Estimates only
 Annual Totals
 \$625,100
 \$2,226,557
 \$378,973
 \$446,365
 \$492,415
 \$1,314,436

Year of implementation is included for planning purposes only. Actual implementation, if it occurs, will be contingent on available funding, grant awards, and priorities of the City as adopted through Comprehensive Plan goals and/or Annual Budeets TOTAL Estimated Costs of All Projects
Annual Average Funding Required for TIP (of above total)

**\$5,483,846** \$913,974

Non-Motorized Sidewalk, Bike lane, channelization, and similar projects with primary benefits to pedestrians and bicyclists

Street & Intersection Improvements Capital construction or expansion of new or upgraded facilities; targeted improvements to primary routes & intersections
P

Maintenance General maintenance activity including miscellaneous pavement repair

# 2024 Budget-Financial Overview-"The Big Picture"

	001	002	003	100	300	
FINAL BUDGET	General	Reserve	Retainage Dep	Special Rev	Capital Projects	TOTAL
2023	Fund	Fund	Fund	Funds	Fund	CITY
Beg. Fund Balance	321,287	3,222,070	199,133	3,326,480	5,760,466	12,829,437
REVENUE	5,185,422	0	50,000	118,069	1,296,000	6,649,492
EXPENDITURES	5,676,388	0	50,000	2,446,420	1,490,500	9,663,308
Surplus or (Deficit):	(490,965)	0	0	(2,328,351)	(194,500)	(3,013,816)
Total Transfer In	352,696	0	0	25,000	0	377,696
Total Transfer Out	25,000	0	0	352,696	0	377,696
						(0.010.010
Total Surplus or (Deficit):	(163,270)	0	0	(2,656,046)	(194,500)	(3,013,816)
T 1: T 151	450.040	2 2 2 2 2 2 2 2	400.422	C=0.40.4		0.04.5.644
Ending Fund Balance	158,018	3,222,070	199,133	670,434	5,565,966	9,815,621

	001	002	003	100	300			
PROJECTION YEAR END	General	Reserve	Retainage Dep	Special Rev	Capital Projects	TOTAL		
2023	Fund	Fund	Fund	Funds	Fund	CITY		
Beg. Fund Balance	321,287	3,222,070	199,133	3,326,480	5,760,466	12,829,437		
REVENUE	5,241,918	0	50,000	151,425	1,473,984	6,917,327		
EXPENDITURES	5,392,092	0	50,000	983,182	370,000	6,795,274		
					ı			
Surplus or (Deficit):	(150,175)	0	0	(831,757)	1,103,984	122,053		
Total Transfer In	353,348	0	0	95,740	0	449,087		
Total Transfer Out	25,000	0	0	424,087	0	449,087		
Total Surplus or (Deficit):	178,173	0	0	(1,160,105)	1,103,984	122,053		
Ending Fund Balance	499,460	3,222,070	199,133	2,166,376	6,864,450	12,951,490		

	001	002	003	100	300	
FINAL BUDGET	General	Reserve	Retainage Dep	Special Rev	Capital Projects	TOTAL
2024	Fund	Fund	Fund	Funds	Fund	CITY
					1	
Beg. Fund Balance	499,460	3,222,070	199,133	2,166,376	6,864,450	12,951,490
REVENUE	5,556,541	0	50,000	271,706	1,414,181	7,292,428
EXPENDITURES	5,925,180	0	50,000	433,450	2,480,000	8,888,630
	(8.60.68.0)				(1.0.7.0.10)	(1.50(.00)
Surplus or (Deficit):	(368,639)	0	0	(161,744)	(1,065,819)	(1,596,202)
T . 1 T . 2 X	250.562	^	0	27.000		255.542
Total Transfer In	250,562	0	0	25,000	0	275,562
Total Transfer Out	25,000	0	0	250,562	0	275,562
Total Surplus or (Deficit):	(143,077)	0	0	(387,306)	(1,065,819)	(1,596,202)
Ending Fund Balance	356,384	3,222,070	199,133	1,779,070	5,798,632	11,355,288

						ACTUAL		% Change	\$ Change
	ACTUAL	ACTUAL	ACTUAL		BUDGET	PROJECTION	BUDGET	Budget	Budget
ITEM	2020	2021	2022		2023	2023	2024	23 to 24	23 to 24
Fund #001									
GENERAL FUND									
BEGINNING GENERAL FUND BALANCE	657,667.34	573,882.93	434,247.26		321,287.38	321,287.38	499,460.49	180.3%	\$ 178,173
REVENUES									
TAXES									
Real and Personal Property Taxes	1,006,739.37	1,233,434.29	1,284,375.34		1,313,945.00	1,313,945.00	1,340,757.00	2.0%	26,812
Total General Property Taxes	1,006,739.37	1,233,434.29	1,284,375.34	ſ	1,313,945.00	1,313,945.00	1,340,757.00	2.0%	26,812
Local Retail Sales & Use Taxes	596,080.92	743,715.66	815,997.68		800,000.00	860,000.00	890,000.00	11.3%	90,000
Affordable & Supportive Housing Sales & Use Tax	1,976.84	6,348.25	7,034.58		7,000.00	7,400.00	7,400.00	5.7%	400
Total Retail Sales and Use Taxes	598,057.76	750,063.91	823,032.26	L	807,000.00	867,400.00	897,400.00	11.2%	90,400
Electric - Puget Sound Energy	133,328.25	141,495.16	150,776.38		150,000.00	165,490.00	170,000.00	13.3%	20,000
Gas - Puget Sound Energy	89,302.07	89,670.40	101,105.92		101,100.00	117,014.00	150,000.00	48.4%	48,900
Garbage/Solid Waste - Republic Services	27,959.83	27,692.53	31,504.48		32,000.00	32,431.00	49,500.00	54.7%	17,500
Cable TV - Comcast	108,866.94	107,741.64	106,788.47		107,000.00	104,678.05	103,000.00	(3.7%)	(4,000)
Telephone - Local and Cellular	36,695.15	29,844.25	26,825.48		27,000.00	26,000.00	28,000.00	3.7%	1,000
Total Business Taxes	396,152.24	396,443.98	417,000.73		417,100.00	445,613.05	500,500.00	20.0%	83,400
Leasehold Excise Tax	399.59	361.33	303.43						0
Total Excise Taxes	399.59	361.33	303.43		-	-	-		0
TOTAL TAXES	2,001,348.96	2,380,303.51	2,524,711.76	[	2,538,045.00	2,626,958.05	2,738,657.00	7.9%	200,612
LICENSES AND PERMITS		•			•	-		-	
Business Licenses	14,006.26	14,885.42	14,300.02		15,000.00	16,000.00	15,000.00	0.0%	0
Franchise Fees - Solid Waste	38,444.78	38,077.22	43,318.67		43,000.00	44,593.00	45,000.00	4.7%	2,000
Franchise Fees - Cable TV	60,481.64	59,856.54	59,378.80		59,000.00	58,154.54	58,000.00	(1.7%)	(1,000)
Franchise Fees - Water	149,417.76	184,759.35	170,357.67		177,000.00	208,431.77	233,333.00	31.8%	56,333
Franchise Fees - Sewer	102,210.28	103,762.96	111,388.90		114,000.00	113,825.19	131,111.00	15.0%	17,111
Total Business Licenses and Permits	364,560.72	401,341.49	398,744.06		408,000.00	441,004.50	482,444.00	18.2%	74,444
Building and Structures Permits	494,924.99	314,619.90	371,495.34		450,000.00	410,000.00	400,000.00	(11.1%)	(50,000)
Other Non-Business Permits	106,898.50	66,627.25	57,317.25		105,000.00	105,000.00	120,000.00	14.3%	15,000
Total Non-Business Licenses and Permits	601,823.49	381,247.15	428,812.59		555,000.00	515,000.00	520,000.00	(6.3%)	(35,000)
TOTAL LICENSES AND PERMITS	966,384.21	782,588.64	827,556.65		963,000.00	956,004.50	1,002,444.00	4.1%	39,444

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				-					
						ACTUAL		% Change	\$ Change
ITEM	ACTUAL	ACTUAL 2021	ACTUAL 2022		BUDGET	PROJECTION	BUDGET	Budget	Budget
ITEIVI	2020	2021	2022	L	2023	2023	2024	23 to 24	23 to 24
INTERGOVERNMENTAL									
Marijuana Excise Tax	3,496.01	4,015.60	5,036.76		4,633.90	4,665.80	4,946.69	6.7%	313
State & Federal Grants	11,389.58	34,535.76	-		62,500.00	75,000.00	85,000.00	36.0%	22,500
Motor Vehicle Fuel Tax - City Streets	56,274.98	58,398.74	57,496.81		60,147.40	54,071.22		(100.0%)	(60,147)
Multimodal Transpo City	4,164.51	4,113.35	4,992.39		4,043.00	4,037.92	3,937.00	(2.6%)	(106)
Liquor Excise Tax	19,255.88	21,457.18	21,988.44		21,334.60	21,800.50	22,413.00	5.1%	1,078
Liquor Control Board Profits	24,522.37	24,137.10	24,120.22		23,791.50	23,777.04	23,095.00	(2.9%)	(697)
Yarrow Point Police Contract	423,959.00	427,536.00	442,149.00		464,256.45	485,404.00	527,479.00	13.6%	63,223
*New*UW Police Contracts	-	-	-		-		10,000.00		10,000
State Shared Revenue, Entitlements and Impact Payments		12,065.00	-		-				0
Comprehensive Plan GRANT	-	-	-		62,500.00	62,500.00	62,500.00	0.0%	0
Middle Housing GRANT	-	-	-		-		35,000.00		35,000
(formerly in Capt Proj) KC Flood Control District	-	-		-	141,767.00		174,884.00	23.4%	33,117
TOTAL INTERGOVERNMENTAL	543,062.33	586,258.73	555,783.62	L	844,973.85	731,256.48	949,254.69	12.3%	104,281
CHARCES FOR COORS AND SERVICES									
CHARGES FOR GOODS AND SERVICES						175.00			0
Inspection Services	0.400.00	40.750.00	42 500 00		40.000.00		40.000.00	0.00/	
Zoning & Subdivision Fees Plan Checking Fees	8,400.00 227,163.24	10,750.00 194,134.12	13,500.00 304,211.82		10,000.00 220,000.00	6,900.00 210,000.00	10,000.00 220,000.00	0.0%	0
	-								
TOTAL CHARGES FOR GOODS AND SERVICES	235,563.24	204,884.12	317,711.82	L	230,000.00	217,075.00	230,000.00	0.0%	0
FINES AND FORFEITS									
Fines & Forfeitures (Traffic Infractions)	30,455.55	23,414.65	36,624.06		36,000.00	27,000.00	30,000.00	(16.7%)	(6,000)
Miscellaneous Fines & Penalties	-	,	-		-		-	(==:::,-)	0
TOTAL FINES AND FORFEITS	30,455.55	23,414.65	36,624.06	ı	36,000.00	27,000.00	30,000.00	(16.7%)	(6,000)
TOTAL TIMES AND TOTAL ETTS	30,433.33	23,414.03	30,024.00	L	30,000.00	27,000.00	30,000.00	(10.770)	(0,000)
MISCELLANEOUS REVENUES									
Investment Interest	65,841.79	11,417.32	120,588.93		325,000.00	440,000.00	400,000.00	23.1%	75,000
Interest on Sales Taxes	872.40	461.60	822.08		500.00	2,500.00	2,200.00	340.0%	1,700
Total Interest and Earnings	66,714.19	11,878.92	121,411.01		325,500.00	442,500.00	402,200.00	23.6%	76,700
		,-	,		,	,,,,,,,,			
Space and Facilities Leases	240,878.82	192,568.46	191,173.90		199,043.40	163,395.51	170,985.21	(14.1%)	(28,058)
Total Rents, Leases, Concessions	240,878.82	192,568.46	191,173.90		199,043.40	163,395.51	170,985.21	(14.1%)	(28,058)
Sale of Surplus Property	-	128.52	3,260.00		6,000.00	15,000.00	6,000.00	0.0%	0
Other Miscellaneous Revenues	17,515.72	7,840.75	35,668.29		25,000.00	21,000.00	10,000.00	(60.0%)	(15,000)
Insurance Recoveries	2,563.12	21,296.00	-		-	27,414.03			0
King Conservation District - Arbor Day	-	-	-		2,000.00	1,924.53	2,000.00	0.0%	0
Refundable Deposits		17,133.48	20,928.41	-	15,860.16	12,389.89	15,000.00	(5.4%)	(860)
Total Other	20,078.84	46,398.75	59,856.70	L	48,860.16	77,728.45	33,000.00	(32.5%)	(15,860)
TOTAL MISC REVENUES	227 674 05	250.046.42	272 444 64	ſ	F72 402 FC	502 522 05	606 405 24	F 70/	22.702
TOTAL WIISC REVENUES	327,671.85	250,846.13	372,441.61	L	573,403.56	683,623.96	606,185.21	5.7%	32,782
001 CHANGE IN ACCOUNTING PRINCIPLE	16,983.52	-	-		-	-	-		\$ -
TOTAL CENERAL FUND DEVENUES	4 4 4 4 4 6 4 6 6 6 6	4 222 225 72	4 524 525 52	Ī	5 405 400 44				274.440
TOTAL GENERAL FUND REVENUES	4,121,469.66	4,228,295.78	4,634,829.52	L	5,185,422.41	5,241,917.99	5,556,540.90	7.2%	371,118
INTERFUND TRANSFERS									
					252 605 56	252 247 64	250 562 67	(20.000)	(402.422)
Transfer In-Project Fund	-	-	-		352,695.56	353,347.61	250,562.07	(29.0%)	(102,133)
Transfer In - Reserve Fund	-	-	-		-	<u> </u>			0
TOTAL TRANSFERS	0	0	0		352,695.56	353,347.61	250,562.07	(29.0%)	(102,133)
TOTAL REVENUE & TRANSFERS	4,121,469.66	4,228,295.78	4,634,829.52	ľ	5,538,117.97	5,595,265.60	5,807,102.97	4.9%	268,985
IOTAL REVENUE & TRANSPERS	4,121,469.66	4,220,295./8	4,034,829.52	L	5,536,117.9/	5,595,265.60	5,807,102.97	4.9%	208,985

						ACTUAL		% Change	\$ Change
	ACTUAL	ACTUAL	ACTUAL		BUDGET	PROJECTION	BUDGET	Budget	Budget
ITEM	2020	2021	2022		2023	2023	2024	23 to 24	23 to 24
CENEDAL FUND									
GENERAL FUND									
EXPENDITURES									
General Government Services									
Legislative									
Misc - Special Meetings	(111.02)	816.08	1,893.91		10,000.00	150.00	10,000.00	0.0%	0
Misc - Public Notices	838.47	1,680.38	2,248.84		1,000.00	2,700.00	2,600.00	160.0%	1,600
Salaries	4,200.00	5,700.00	7,033.46		6,500.00	4,100.00	6,500.00	0.0%	0
Personnel Benefits	338.00	612.11	448.91		580.00	380.00	540.00	(6.9%)	(40)
Election Services	5,620.75	9,918.27	12,281.39		10,000.00	11,719.08	13,000.00	30.0%	3,000
Professional Services - Legal	,	,	,		,	6,000.00	10,000.00		10,000
***New Professional Services - Lobbyist							13,200.00		13,200
Total Legislative	10,886.20	18,726.84	23,906.51		28,080.00	25,049.08	55,840.00	98.9%	27,760
Evenutive						<u> </u>			
Executive	6.050.03	E COO OO	F 700 01		7,000,00	6,000,00	7,000,00	0.00/	
Salaries	6,950.02	5,699.99	5,700.04		7,000.00	6,900.00	7,000.00	0.0%	0 950
Personnel Benefits	14,392.21	14,042.04	14,157.04 1,198.50		22,600.00 1,000.00	16,500.00 1,520.00	23,550.00 1,500.00	4.2% 50.0%	500
Misc Meetings		393.95							
Total Executive	21,342.23	20,135.98	21,055.58	L	30,600.00	24,920.00	32,050.00	4.7%	1,450
Finance and Record Services									
Salaries	448,613.29	453,362.34	446,143.48		544,080.00	538,000.00	542,000.00	(0.4%)	(2,080)
Salaries-Overtime	2,255.94	3,531.73	6,967.14		6,520.00	8,000.00	6,000.00	(8.0%)	(520)
Personnel Benefits	188,776.36	179,103.54	176,863.67		198,200.00	170,000.00	195,500.00	(1.4%)	(2,700)
Office and Operating Supplies	4,943.68	9,892.95	9,821.33		12,000.00	11,350.00	14,100.00	17.5%	2,100
Minor Equipment	549.99	505.36	-		2,000.00	6,000.00	5,000.00	150.0%	3,000
Communication	16,936.94	20,073.63	19,468.78		18,000.00	18,500.00	22,000.00	22.2%	4,000
Travel & Meals	108.92	-	2,156.10		3,000.00	3,500.00	5,500.00	83.3%	2,500
Insurance	97,363.00	108,964.00	126,569.00		167,142.00	169,506.00	210,000.00	25.6%	42,858
Utility Services	15,542.27	17,897.94	17,811.88		23,000.00	18,000.00	20,000.00	(13.0%)	(3,000)
Repairs and Maintenance	11,672.06	7,841.12	14,219.77		13,500.00	12,000.00	13,500.00	0.0%	0
Misc-Dues and Subscriptions	2,270.00	1,780.00	1,805.00		3,000.00	2,827.00	2,500.00	(16.7%)	(500)
Misc Printing	4,898.22	5,264.56	3,903.91		6,000.00	8,000.00	6,000.00	0.0%	0
Training Registration & Tuition	1,472.47	2,057.00	4,942.64		4,000.00	4,000.00	4,000.00	0.0%	0
Professional Services - Audit	15,767.48	16,141.75	600.00		21,000.00	5,000.00	26,000.00	23.8%	5,000
Janitorial Supplies - City Hall	2,599.04	3,939.96	2,029.24		3,000.00	3,000.00	3,200.00	6.7%	200
Information Technology	85,094.16	89,070.31	105,703.31		79,270.00	105,400.00	143,400.00	80.9%	64,130
Personnel Services - Recruitment	-	-	-		-	722.20	1,000.00		1,000
Postage Meter & Copy Machine Leases Other Employee Benefits - Wellness Committee						732.20	732.20 1,000.00		732 1,000
Total Finance and Record Services	898,863.82	919,426.19	939,005.25		1,103,712.00	1,083,815.20	1,221,432.20	10.7%	117,720
Professional Service - Legal	74,898.79	87,029.15	213,942.63		180,000.00	89,000.00	110,000.00	(38.9%)	(70,000)
Total Legal	74,898.79	87,029.15	213,942.63		180,000.00	89,000.00	110,000.00	(38.9%)	(70,000)
Other General Government Services	,	,	,-	L				(22.270)	(,)
AWC - Association of Washington Cities	1,723.00	1,740.00	1,772.00		1,821.00	1,886.00	1,920.00	5.4%	99
PSRC - Puget Sound Regional Council		678.00	691.00		719.00	719.00	750.00	4.3%	31
SCA - Sound Cities Association	2,080.70	2,035.70	2,096.77		2,100.00	2,241.25	2,345.87	11.7%	246
ARCH - A Regional Coalition For Housing	6,551.43	6,551.00	6,777.00		8,653.00	8,653.00	8,954.00	3.5%	301
Animal Control Services	2,147.00	268.00	991.00		2,000.00	500.00	500.00	(75.0%)	(1,500)
Refund of Deposits	210.00	32,741.31	23,950.16		15,860.16	15,860.16	16,000.00	0.9%	140
Total Other General Government Serv	12,712.13	44,014.01	36,277.93		31,153.16	29,859.41	30,469.87	(2.2%)	(683)
TOTAL GENERAL GOV'T SERV	1,018,703.17	1,089,332.17	1,234,187.90	İ	1,373,545.16	1,252,643.69	1,449,792.07	5.6%	76,247
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						ACTUAL		% Change	\$ Change
	ACTUAL	ACTUAL	ACTUAL		BUDGET	PROJECTION	BUDGET	Budget	Budget
ITEM	2020	2021	2022		2023	2023	2024	23 to 24	23 to 24
SECURITY OF PERSONS & PROPERTY									
SECONITION PENSONS OF NOTENT									
Law Enforcement (Police Department)									
Salaries	896,672.24	959,452.88	1,016,885.72		1,186,500.00	1,125,000.00	1,198,700.00	1.0%	12,200
Salaries-Overtime	27,126.18	38,794.21	58,373.49		40,000.00	71,000.00	50,000.00	25.0%	10,000
Salaries-Overtime (Contract)	· -	· -			10,000.00	10,000.00	10,000.00	0.0%	0
Personnel Benefits	447,943.63	458,894.46	481,225.25		494,500.00	493,000.00	513,300.00	3.8%	18,800
Uniforms	12,110.41	15,018.28	15,571.89		15,000.00	25,000.00	20,000.00	33.3%	5,000
Office and Operating Supplies	14,435.47	18,597.92	15,467.99		15,000.00	16,000.00	16,000.00	6.7%	1,000
Fuel Consumption	19,619.32	22,402.20	32,830.63		40,000.00	36,800.00	40,000.00	0.0%	0
Prof Serv - Legal Prosecutor	48,000.00	48,000.00	48,000.00		48,000.00	48,000.00	48,000.00	0.0%	0
Prof Serv - Indigent Public Defender	6,750.00	8,025.00	5,825.00		8,000.00	7,500.00	8,000.00	0.0%	0
Communications	5,690.76	8,544.01	6,893.35		7,000.00	6,000.00	7,000.00	0.0%	0
Repairs and Maintenance	16,285.91	25,570.27	22,116.15		15,000.00	25,000.00	15,000.00	0.0%	0
Misc Dues and Subscriptions	1,584.00	1,723.00	1,282.08		1,750.00	1,750.00	1,750.00	0.0%	0
Misc Filing, Recording, Witness	17,173.58	18,358.21	26,453.30		30,000.00	31,200.00	32,000.00	6.7%	2,000
Misc Printing	-	518.99	1,271.54		1,500.00	1,500.00	2,000.00	33.3%	500
Intergyt - Dispatch (NORCOM)	84,103.16	85,025.44	96,099.92		93,036.00	93,036.00	93,036.00	0.0%	0
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Intergyt - Detention Charges	12,050.94	4,924.78	10,030.00		25,000.00	10,000.00	20,000.00	(20.0%)	(5,000)
Prof Services - Alcoholism	877.06	899.25	936.86		900.00	900.00	900.00	0.0%	0
Total Law Enforcement	1,610,422.66	1,714,748.90	1,839,263.17		2,031,186.00	2,001,686.00	2,075,686.00	2.2%	44,500
Fire Control Services									
Intergvt - Fire Suppression	697,320.00	679,327.00	631,132.00		720,121.61	719,988.00	805,162.58	11.8%	85,041
TOTAL SECURITY - PERSONS/PROP	2,307,742.66	2,394,075.90	2,470,395.17	1	2,751,307.61	2,721,674.00	2,880,848.58	4.7%	129,541
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PHYSICAL ENVIRONMENT (PW)									
ENGINEERING (PUB WORKS ADMIN)									
Salaries	123,504.98	119,795.87	167,729.49		194,500.00	150,000.00	155,300.00	(20.2%)	(39,200)
Salaries-Overtime	314.67	471.85	1,445.74		2,500.00	500.00	500.00	(80.0%)	(2,000)
Personnel Benefits	55,530.52	44,856.49	74,477.76		83,050.00	60,000.00	66,500.00	(19.9%)	(16,550)
Small Tools and Minor Equipment	213.38	621.67	3,244.25		4,000.00	3,000.00	4,000.00	0.0%	0
Office and Operating Supplies							1,000.00		1,000
Communications							500.00		500
Misc Dues and Subscriptions	1,738.00	127.78	515.00		1,000.00	864.00	1,045.00	4.5%	45
Misc Training and Tuition	1,649.91	1,962.20	2,206.88		2,000.00	3,930.02	3,000.00	50.0%	1,000
Oper Rentals/Leases - Antenna Bldg	9,260.87	9,436.83	9,885.08		10,000.00	10,754.97	11,238.94	12.4%	1,239
Information Technology	•	•			4,962.00	4,985.41	5,185.29	4.5%	223
Total Engineering (P. W. Admin)	192,212.33	177,272.69	259,504.20		302,012.00	234,034.40	248,269.23	(17.8%)	(53,743)
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				Г		ACTUAL		% Change	\$ Change
	ACTUAL	ACTUAL	ACTUAL		BUDGET	PROJECTION	BUDGET	Budget	Budget
ITEM	2020	2021	2022	L	2023	2023	2024	23 to 24	23 to 24
TRANSPORTATION DIVISION									
Road and Street Maintenance									
Other Improvement - Roadway	345.88	194.80	1,183.60		3,000.00	3,000.00	3,000.00	0.0%	0
Other Improvement - Storm Drain	5,404.24	2,805.95	18,504.15		-				0
Other Improvement - Sidewalks		-	-		-	22 222 22	24.000.00	4.00/	0
Utility Services - Street Lights	22,780.47	24,613.92	24,819.04		23,000.00	23,000.00	24,000.00	4.3%	1,000
Utility Services - Signal Lights	2,664.16	5,161.08	3,863.21		4,000.00	2,700.00	4,000.00	0.0%	0
Other Improvements - Traffic Control	436.20	171.37	231.34		10,000.00	9,700.00	10,000.00	0.0%	0
Operating Supply - Snow and Ice Control	1,420.77	6,001.02	3,799.56		4,000.00	10,163.42	6,500.00	62.5%	2,500
Prof Serv - Street Cleaning (NPDES)	20,413.62	22,426.86	26,858.46		40,000.00	35,000.00	40,000.00	0.0%	0
Hazard Tree Remove					10,000.00	7,000.00	10,000.00	0.0%	0
Other Improvements - Landscaping	6,719.72	29,232.80	8,490.19		15,000.00	15,000.00	15,000.00	0.0%	0
Intergyt - Eastside Transportation Project	-	-	-		50.00	50.00	50.00	0.0%	0
Total Road and Street Maintenance	60,185.06	90,607.80	87,749.55	L	109,050.00	105,613.42	112,550.00	3.2%	3,500
Road and Street - PW Crew & Overhead									
Salaries	304,800.08	310,796.80	330,725.16		126,880.00	159,000.00	155,000.00	22.2%	28,120
Salaries-Overtime	777.52	8,241.42	6,907.18		4,000.00	1,800.00	4,000.00	0.0%	0
Personnel Benefits	156,748.44	158,149.68	158,804.85		61,060.00	83,000.00	85,200.00	39.5%	24,140
Personnel Benefits - Uniforms	3,982.26	3,235.96	4,060.42		4,800.00	4,800.00	4,800.00	0.0%	0
Prof Serv - Engineering (misc city support)	6,839.90	23,009.50	31,624.50		20,000.00	20,000.00	20,000.00	0.0%	0
Prof Serv - Development Review (billable)			,		20,000.00	5,000.00	20,000.00	0.0%	0
Office and Operating Supplies	2,869.61	2,074.60	3,326.74		3,500.00	2,300.00	2,000.00	(42.9%)	(1,500)
Fuel Consumed - PW Crew	6,576.50	9,701.76	13,106.70		14,000.00	11,850.00	12,000.00	(14.3%)	(2,000)
Small Tools and Minor Equipment	1,242.60	2,093.13	3,443.37		7,500.00	7,500.00	7,500.00	0.0%	0
Operating Rentals and Leases	-	126.62	-		1,500.00	,	500.00	(66.7%)	(1,000)
Utility Services - Public Works Building	2,335.67	2,391.05	3,306.03		4,000.00	3,000.00	3,800.00	(5.0%)	(200)
Repairs and Maintenance	11,049.64	5,806.16	2,514.77		7,000.00	12,000.00	14,000.00	100.0%	7,000
Total Road/Street - PW Crew & OH	497,222.22	525,626.68	557,819.72		274,240.00	310,250.00	328,800.00	19.9%	54,560
·				_					
TOTAL TRANSPORTATION	557,407.28	616,234.48	645,569.27	L	383,290.00	415,863.42	441,350.00	15.1%	58,060
STORMWATER DIVISION									
Salaries					95,000.00	98,500.00	103,000.00	8.4%	8,000
Salaries-Overtime					2,600.00	1,000.00	2,000.00	(23.1%)	(600)
Personnel Benefits					45,570.00	47,000.00	48,900.00	7.3%	3,330
Office and Operating Supplies					1,500.00	3,200.00	3,000.00	100.0%	1,500
Small Tools & Minor Equipment					1,500.00	1,000.00	1,500.00	0.0%	0
Communications					2,000.00	759.65	500.00	(75.0%)	(1,500)
Professional Service - Development Review (billable)					20,000.00	30,000.00	20,000.00	0.0%	0
Professional Service - Mapping/GIS					10,000.00	7,000.00	10,000.00	0.0%	0
Misc Dues and Subscriptions					1,533.00	1,533.00	1,600.00	4.4%	67
Misc Training and Tuition					3,000.00	3,000.00	10,000.00	233.3%	7,000
Information Technology					6,300.00	7,210.70	7,500.00	19.0%	1,200
Lake WA Watershed - WRIA 8/NPDES Permits					8,000.00	6,609.95	8,000.00	0.0%	0
Catch Basin Cleaning (NPDES)					22,500.00	22,500.00	22,500.00	0.0%	0
Storm Line Maintenance & Inspection					10,000.00	10,000.00	10,000.00	0.0%	0
Stormwater Master Plan					150,000.00	50,000.00	136,000.00	(9.3%)	(14,000)
TOTAL STORMWATER UTILITY	_ 1		_		379,503.00	289,313.30	384,500.00	1.3%	4,997
TOTAL STORWING TER OTILITY			-	L	373,303.00	203,313.30	304,300.00	1.3%	4,557

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COMMUNITY PLANNING & ECONOMIC DEVELOPMENT DIVISION   Salaries   Solaries		ACTUAL	ACTUAL	ACTUAL		BUDGET	ACTUAL PROJECTION	BUDGET	% Change	\$ Change
COMMUNITY PLANNING & ECONOMIC DEVELOPMENT DIVISION Salaries Solaries Salaries Overtime Personnel Benefits Misc Training and Tution Prof Serv Planning Misc Training and Tution Prof Serv Planning Miscle Training Miscle Trai	ITFM									_
Salaries Sal		2020			L					201021
Salaries Overtime Personnel Benefits Misc Training and Tuition Personnel Benefits Misc Training and Tuition Personnel Benefits Misc Flanning Middle Housing Planning Middle	COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	T DIVISION								
Personnel Benefits Misc. Training and Tuiton Prof Serv. Bidg Permits. Inspections Prof Serv. Planning Middle Housing Planning ARCH Trust Fund Prof Serv. United Forestry Prog Other Improvements - Aftor Dayl/Urban Forestry Integert - Puge Stoand Clean Air 6,925.00 6,790.00 6,644.00 6				-		,				9,600
Misc Training and Tutton Prof Serv - Big Permits inspections Prof Serv - Big Permits inspections Prof Serv - Planning Middle Housing Planning ABCH Trust Fund Prof Serv - Lirban Forestry Prog Port Serv - Lirban Forestry Prog Other Improvements - Arbor Day/Urban Forestry Intergrt - Puget Sound Clean Air Forestry Intergrt				-		,	,			(1,000)
Prof Serv - Bidg Permits. inspections Prof Serv - Planning Prof Serv - Under Prof Serv - Planning Prof Serv - Under Service Prof Serv - Under Service Prof Prof Serv - Under Prof Serv - Under Service Prof Prof Serv - Under Prof Service Prof Prof Serv - Under Prof Service Prof Prof Serv - Under Prof Service Prof						,	,			
Piof Serv - Planning   35,578.13   50,000.00   90,000.00   40,000.00   35,000.00   35,000.00   35,000.00   35,000.00   36,200.00   62,50						2,000.00			0.0%	
Middle Housing Planning   2024 Comprehensive Ran GRANT SPENDING   2025   2000.00   15,000.00   18,000.00   18,000.00   18,000.00   10,00	-			25 570 12		-			(20.0%)	
2024 Comprehensive Plan GRANT SPENDING ARCH Trust Fund Purp Serv - Urban Forestry Prog Purp Serv - Urban Forestry Prog Purp Serv - Urban Forestry Prog Other Improvements - Afric Purp Spent Program (1997) Other Improvements - General Parks (1997) Other Improv	9			33,376.13		30,000.00	50,000.00		(20.0%)	
ARCH THUSE Fund Perf Serv - Uthan Forestry Prog. 9, 401, 27 11,177,74 16,179,50 (25,000,00 15,000,00 15,000,00 16,000,00 0 14,00% 35,000 (10,000,00 15,000,00 15,000,00 15,000,00 15,000,00 15,000,00 15,000,00 15,000,00 15,000,00 15,000,00 16,000,00 16,000,00 16,000,00 16,000,00 16,000,00 16,000,00 16,000,00 16,000,00 16,000,00 16,000,00 16,000,00 16,000,00 16,000,00 16,000,00 16,000,00 17,000,0						62 500 00	62 500 00		0.0%	,
PARKS, CULTURE & RECRATION DIVISION Salaries Personnel Benefits Person	•					,				0
Other Improvements - Arbor Day/Urban Forestry Interger - Puget Sound Clean Air 6,925.00 6,790.00 6,644.00 5,800.00 387,874.52 429,370.00 2.3% 78,370.00 7,300.00 387,874.52 429,370.00 2.3% 78,370.00 387,874.52 429,370.00 2.23% 78,370.00 7,300.00 387,874.52 429,370.00 2.23% 78,370.00 7,300.00 387,874.52 429,370.00 2.23% 78,370.00 7,300.00 387,874.52 429,370.00 2.23% 78,370.00 7,300.00 387,874.52 429,370.00 2.23% 78,370.00 7,300.00 387,874.52 429,370.00 2.23% 78,370.00 7,300.00 7,300.00 7,300.00 11,300.00 10,300.0		9.401.27	11.177.74	16.179.50		,				
Interget - Puget Sound Clean Air   6,925.00   6,790.00   6,644.00   6,800.00   7,300.00   8,520.00   25,3%   1,720		,	,	,						0
PARKS, CULTURE & RECREATION DIVISION Salaries Personnel Benefits Celebration Event / Pumpkins (former) in special reverse (mol) Wetherill Nature Preserve Other improvements - General Parks 37,562.36 31,748.47 47,731.23 40,000.00 35,000.00 40,000.00 1,000 1,000.00		6,925.00	6,790.00	6,644.00						1,720
Salaries	TOTAL COMMUNITY DEVELOPMENT	16,326.27	17,967.74	58,401.63		351,000.00	387,874.52	429,370.00	22.3%	78,370
Salaries	DADVS CHILTIDE & DECDEATION DIVISION									
Personnel Benefits   23,730.00   11,900.00   13,850.00   (41,6%)   (93,880   20,000.00   19,529.16   8,000.00   (60.0%)   (12,000   10,0	•					52 000 00	24 260 00	28 200 00	(45.8%)	(23 800)
Celebration Event / Pumpkins (formerly in special rev fund)   Wetherill Nature Preserve Other Improvements - General Parks   37,562.36   31,748.47   47,731.23   40,000.00   35,000.00   40,000.00   0.0%										
1,000.00						,	,			
Other Improvements - General Parks         37,562.36         31,748.47         47,731.23         40,000.00         35,000.00         40,000.00         0.0%         0           TOTAL PARKS         37,562.36         31,748.47         47,731.23         135,730.00         90,689.16         91,050.00         (32,9%)         (44,680           TOTAL PUBLIC WORKS         803,508.24         843,223.38         1,011,206.33         1,551,535.00         1,417,774.80         1,594,539.23         2.8%         43,004           TOTAL GENERAL FUND EXPEND         4,129,954.07         4,326,631.45         4,715,789.40         5,676,387.77         5,392,092.49         5,925,179.88         4.4%         248,792           Operating Surplus/(Deficit)         (8,484.41)         (98,335.67)         (80,959.88)         (490,965.36)         (150,174.50)         (368,638.98)         (24.9%)         122,326           INTERFUND TRANSFERS           Total Transfer to Reserve Fund         -							20,020.20		(2212/2)	
TOTAL PUBLIC WORKS 803,508.24 843,223.38 1,011,206.33 1,551,535.00 1,417,774.80 1,594,539.23 2.8% 43,004  TOTAL GENERAL FUND EXPEND 4,129,954.07 4,326,631.45 4,715,789.40 5,676,387.77 5,392,092.49 5,925,179.88 4.4% 248,792  Operating Surplus/(Deficit) (8,484.41) (98,335.67) (80,959.88) (490,965.36) (150,174.50) (368,638.98) (24.9%) 122,326  INTERFUND TRANSFERS  Total Transfer to Reserve Fund	Other Improvements - General Parks	37,562.36	31,748.47	47,731.23		40,000.00	35,000.00		0.0%	0
TOTAL GENERAL FUND EXPEND 4,129,954.07 4,326,631.45 4,715,789.40 5,676,387.77 5,392,092.49 5,925,179.88 4.4% 248,792  Operating Surplus/(Deficit) (8,484.41) (98,335.67) (80,959.88) (490,965.36) (150,174.50) (368,638.98) (24.9%) 122,326  INTERFUND TRANSFERS  Total Transfer to Reserve Fund	TOTAL PARKS	37,562.36	31,748.47	47,731.23		135,730.00	90,689.16	91,050.00	(32.9%)	(44,680)
TOTAL GENERAL FUND EXPEND 4,129,954.07 4,326,631.45 4,715,789.40 5,676,387.77 5,392,092.49 5,925,179.88 4.4% 248,792  Operating Surplus/(Deficit) (8,484.41) (98,335.67) (80,959.88) (490,965.36) (150,174.50) (368,638.98) (24.9%) 122,326  INTERFUND TRANSFERS  Total Transfer to Reserve Fund										
Operating Surplus/(Deficit) (8,484.41) (98,335.67) (80,959.88) (490,965.36) (150,174.50) (368,638.98) (24.9%) 122,326  INTERFUND TRANSFERS  Total Transfer to Reserve Fund	TOTAL PUBLIC WORKS	803,508.24	843,223.38	1,011,206.33	Į	1,551,535.00	1,417,774.80	1,594,539.23	2.8%	43,004
Operating Surplus/(Deficit) (8,484.41) (98,335.67) (80,959.88) (490,965.36) (150,174.50) (368,638.98) (24.9%) 122,326  INTERFUND TRANSFERS  Total Transfer to Reserve Fund										
INTERFUND TRANSFERS   Total Transfer to Reserve Fund	TOTAL GENERAL FUND EXPEND	4,129,954.07	4,326,631.45	4,715,789.40	ĺ	5,676,387.77	5,392,092.49	5,925,179.88	4.4%	248,792
INTERFUND TRANSFERS   Total Transfer to Reserve Fund										
Total Transfer to Reserve Fund	Operating Surplus/(Deficit)	(8,484.41)	(98,335.67)	(80,959.88)		(490,965.36)	(150,174.50)	(368,638.98)	(24.9%)	122,326
Transfer to Housing Rental Dept 10,300.00 16,300.00 7,000.00	INTERFUND TRANSFERS									
Transfer to Grants Dept Transfer to - Parks Department Transfer to - Parks Department Transfer Out - Special Projects Dept Admin. Equipment Replacement PW Equipment Replacement T5,000.00 Total Transfer to Projects Fund T5,300.00 TOTAL INTERFUND TRANSFERS T5,300.00 TOTAL EXPEND & TRANSFERS T6,300.00 TOTAL EXPEND & TRANSFERS T6,300.00 TOTAL EXPEND & TRANSFERS T6,300.00 TOTAL Fund Surplus/ (Deficit) TOTAL Fund Surplus/ (Deficit) TOTAL Fund Surplus/ (Deficit) TOTAL Fund Surplus/ (Deficit) T13,000.00 T10,000.00 T10,0	Total Transfer to Reserve Fund	-	-	-		-	-			0
Transfer to Grants Dept Transfer to - Parks Department Transfer to - Parks Department Transfer Out - Special Projects Dept Admin. Equipment Replacement PW Equipment Replacement T5,000.00 Total Transfer to Projects Fund T5,300.00 TOTAL INTERFUND TRANSFERS T5,300.00 TOTAL EXPEND & TRANSFERS T6,300.00 TOTAL EXPEND & TRANSFERS T6,300.00 TOTAL EXPEND & TRANSFERS T6,300.00 TOTAL Fund Surplus/ (Deficit) TOTAL Fund Surplus/ (Deficit) TOTAL Fund Surplus/ (Deficit) TOTAL Fund Surplus/ (Deficit) T13,000.00 T10,000.00 T10,0	Transfer to Housing Rental Dept	10,300.00	16,300.00	7,000.00						0
Transfer Out - Special Projects Dept Admin. Equipment Replacement 10,000.00			-	-		-				0
Admin. Equipment Replacement 10,000.00 10,000.	·		-	-		-				0
PW Equipment Replacement 15,000.00 15,000.00 15,000.00 15,000.00 15,000.00 15,000.00 15,000.00 15,000.00 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.			-	-		-				0
Total Transfer to Projects Fund 75,300.00 41,300.00 32,000.00 25,000.00 25,000.00 25,000.00 0.0% 0  TOTAL INTERFUND TRANSFERS 75,300.00 41,300.00 32,000.00 25,000.00 25,000.00 25,000.00 0.0% 0  TOTAL EXPEND & TRANSFERS 4,205,254.07 4,367,931.45 4,747,789.40 5,701,387.77 5,417,092.49 5,950,179.88 4.4% 248,792  Total Fund Surplus/ (Deficit) (83,784.41) (139,635.67) (112,959.88) (163,269.80) 178,173.11 (143,076.91) (12.4%) 20,193										0
TOTAL INTERFUND TRANSFERS 75,300.00 41,300.00 32,000.00 25,000.00 25,000.00 25,000.00 0.0% 0  TOTAL EXPEND & TRANSFERS 4,205,254.07 4,367,931.45 4,747,789.40 5,701,387.77 5,417,092.49 5,950,179.88 4.4% 248,792  Total Fund Surplus/ (Deficit) (83,784.41) (139,635.67) (112,959.88) (163,269.80) 178,173.11 (143,076.91) (12.4%) 20,193										
TOTAL EXPEND & TRANSFERS 4,205,254.07 4,367,931.45 4,747,789.40 5,701,387.77 5,417,092.49 5,950,179.88 4.4% 248,792  Total Fund Surplus/ (Deficit) (83,784.41) (139,635.67) (112,959.88) (163,269.80) 178,173.11 (143,076.91) (12.4%) 20,193	Total Transfer to Projects Fund	75,300.00	41,300.00	32,000.00	L	25,000.00	25,000.00	25,000.00	0.0%	0
Total Fund Surplus/ (Deficit) (83,784.41) (139,635.67) (112,959.88) (163,269.80) 178,173.11 (143,076.91) (12.4%) 20,193	TOTAL INTERFUND TRANSFERS	75,300.00	41,300.00	32,000.00	[	25,000.00	25,000.00	25,000.00	0.0%	0
Total Fund Surplus/ (Deficit) (83,784.41) (139,635.67) (112,959.88) (163,269.80) 178,173.11 (143,076.91) (12.4%) 20,193			1		1	Т			<u> </u>	
	TOTAL EXPEND & TRANSFERS	4,205,254.07	4,367,931.45	4,747,789.40	L	5,701,387.77	5,417,092.49	5,950,179.88	4.4%	248,792
ENDING GENERAL FUND BALANCE 573,882.93 434,247.26 321,287.38 158,017.58 499,460.49 356,383.58 125.5% 198,366	Total Fund Surplus/ (Deficit)	(83,784.41)	(139,635.67)	(112,959.88)	[	(163,269.80)	178,173.11	(143,076.91)	(12.4%)	20,193
	ENDING GENERAL FUND BALANCE	573,882.93	434,247.26	321,287.38		158,017.58	499,460.49	356,383.58	125.5%	198,366

	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL PROJECTION	BUDGET	% Change \$ Change Budget Budget
ITEM	2020	2021	2022	2023	2023	2024	23 to 24 23 to 24
	2020						201021
Fund #002							
Reserve Fund							
Reserve i unu							
BEGINNING RESERVE FUND BALANCE	3,222,070.21	3,222,070.21	3,222,070.21	3,222,070.21	3,222,070.21	3,222,070.21	0.0% 0
	<u>, , , , , , , , , , , , , , , , , , , </u>		<u> </u>				
REVENUES							
Operating Revenues & Transfers-In						_	0
Transfer In - General Fund TOTAL REVENUES AND TRANSFERS	-	-	-		-		0
TOTAL REVENUES AND TRANSFERS	-	-	•			النــــــــــــــــــــــــــــــــــــ	
EXPENDITURES							
Total Expenditures	_						0
Total Expelluitures	-	-	-				
INTERFUND TRANSFERS							
Total Transfer to General Fund	-			-	-		0
TOTAL INTERFUND TRANSFERS					_		0
Fund Surplus/(Deficit)	-	-	-	-	-	-	0
ENDING RECEDUE SUND DAY ANGE							
ENDING RESERVE FUND BALANCE	3,222,070.21	3,222,070.21	3,222,070.21	3,222,070.21	3,222,070.21	3,222,070.21	0.0%
Fund #003							
Retainage Deposits Fund							
Returnage Deposits Fund							
BEGINNING RETAINAGE FUND BALANCE	-	291,860.93	192,133.43	199,133.43	199,133.43	199,133.43	0.0% 0
REVENUES							
Operating Revenues & Transfers-In							
Deposits	-	61,200.00	55,200.00	50,000.00	50,000.00	50,000.00	0.0% 0
TOTAL REVENUES AND TRANSFERS		61,200.00	55,200.00	50,000.00	50,000.00	50,000.00	0.0% 0
EVENDITUES							
EXPENDITURES		400	40		50 222 25	F0	0.00/
Release of Retainage Deposits	1	160,927.50	48,200.00	50,000.00	50,000.00	50,000.00	0.0% 0
Total Expenditures	-	160,927.50	48,200.00	50,000.00	50,000.00	50,000.00	0.0%
003 CHANGE IN ACCOUNTING PRINCIPLE	291,860.93	-	-	-	- 1	-	
ENDING RETAINAGE FUND BALANCE	291,860.93	192,133.43	199,133.43	199,133.43	199,133.43	199,133.43	0.0% \$ -

ITEM	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022		BUDGET 2023	ACTUAL PROJECTION 2023	BUDGET 2024	% Change \$ Change Budget Budget 23 to 24 23 to 24
Fund #100								
Projects Fund								
BEGINNING PROJECTS FUND BALANCE	6,430,596.64	6,758,747.05	8,571,313.57		9,086,946.42	9,086,946.42	9,030,826.09	0.0% \$ -
PROJECTS FUND SUMMARY*								
TOTAL FUND REVENUES	1,203,263.49	2,146,735.37	1,771,707.04		1,414,069.30	1,625,408.88	1,685,887.19	19.2% 271,818
TOTAL FUND EXPENDITURES	950,413.08	375,468.85	1,288,074.19		3,936,920.09	1,353,181.60	2,913,450.00	(26.0%) (1,023,470)
TOTAL TRANSFERS IN	75,300.00	41,300.00	32,000.00		25,000.00	95,739.82	25,000.00	0.0% 0
TOTAL TRANSFERS OUT	-	-	-		352,695.56	424,087.43	250,562.07	(29.0%) (102,133)
Fund Surplus/(Deficit)	328.150.41	1,812,566.52	515,632.85		(2,850,546.35)	(56,120.33)	(1,453,124.88)	(49.0%) \$ 1,397,421
runu surpius/(Dencit)	328,130.41	1,812,366.52	315,032.03	ļ	(2,830,346.33)	(56,120.55)	(1,455,124.66)	(49.0%) \$ 1,397,421
TOTAL ENDING PROJECTS FUND BALANCE	6,758,747.05	8,571,313.57	9,086,946.42		6,236,400.07	9,030,826.09	7,577,701.21	21.5% \$ 1,341,301
Agency Liability Accounts	1,668.00	2,258.00	2,258.00		5,000.00	5,000.00	5,000.00	0.0% \$ -
Agency Elability Accounts	2,000.00	2,230.00	2,230.00		3,000.00	5,000.00	3,000.00	5.575
Total Ending Balance with Liability Accts	6,760,415.05	8,573,571.57	9,089,204.42		6,241,400.07	9,035,826.09	7,582,701.21	21.5% \$ 1,341,301

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						ACTUAL		% Change	\$ Change
	ACTUAL	ACTUAL	ACTUAL		BUDGET	PROJECTION	BUDGET	Budget	Budget
ITEM	2020	2021	2022		2023	2023	2024	23 to 24	23 to 24
Criminal Justice				_					
Beginning Criminal Justice Department Balance	450,070.23	417,397.41	416,381.45		373,331.65	373,331.65	377,206.34	1.0%	3,875
2									
Revenues									
Criminal Justice Sales Tax	87,998.66	99,898.79	111,182.39		92,500.00	113,000.00	115,000.00	24.3%	22,500
Criminal Justice - Population	1,000.00	1,021.95	1,068.87		1,119.60	1,124.81	1,240.00	10.8%	120
Criminal Justice - Special Programs	3,425.22	3,589.25	3,789.86		3,949.70	3,969.88	4,371.00	10.7%	421
DUI/Other Crim Justice Assistance	444.03	501.75	356.16		500.00	300.00	300.00	(40.0%)	(200)
Other Misc - Law Enforcement / Confiscated Prop	3,512.17	381.16			-	1,030.00			0
Yarrow Point Criminal Justice	17,957.00	22,809.19	10,459.42		20,000.00	32,000.00	25,000.00	25.0%	5,000
Total Revenues	114,337.08	128,202.09	126,856.70		118,069.30	151,424.69	145,911.00	23.6%	27,842
Transfer In - Grants Dept - ARPA	_	-	-			70,739.82			70,740
Total Transfers	_	_			_	70,739.82			70,740
Total Hallsleis	-	-	-	L	-	70,733.82			70,740
Total Revenues and Transfers	114,337.08	128,202.09	126,856.70	Г	118,069.30	222,164.51	145,911.00	23.6%	27,842
	11 1,007 100	110,102.03	120,0500	L	110,000.00	222,20 1102	1.0,511.00	20.070	27,012
Expenditures									
Intergyt - Child Abuse	1,200.00	1,200.00	1,200.00		1,200.00	1,200.00	1,200.00	0.0%	0
Intergyt - Domestic Violence	2,225.22	2,374.00	2,588.00		2,600.00	2,600.00	2,600.00	0.0%	0
Police Equipment	35,748.46	26,803.14	27,328.09		53,800.00	53,800.00	65,000.00	20.8%	11,200
Police Vehicle Replacements	59,151.40	55,173.13	68,093.48		-	70,739.82	75,000.00		75,000
Safety Programs	1,162.74	1,914.80	2,680.00		1,500.00	1,500.00	1,500.00	0.0%	0
Officer Training and Travel	11,228.38	22,979.49	35,344.88		30,000.00	30,000.00	30,000.00	0.0%	0
Civil Service Commission	4,491.60	255.50	5,992.66		5,000.00	7,000.00	6,500.00	30.0%	1,500
Law Enforcement Grant Programs	., .51.00	-	3,069.58		5,000.00	7,000.00	5,000.00	0.0%	0
Lexipol	5,529.00	6,465.00	8,172.15		7,650.00	7,650.00	7,650.00	0.0%	0
Information Technology	15,298.07	416.16	1,722.00		9,468.00	25,800.00	25,000.00	164.0%	15,532
EPSCA Fees	5,001.60	5,606.60	5,946.26		6,000.00	6,000.00	7,000.00	16.7%	1,000
MDC Operations/Services	3,845.43	3,961.73	4,362.11		7,500.00	7,500.00	7,500.00	0.0%	0
Investigative Tech Fees	2,128.00	2,068.50	2,675.21		4,000.00	4,000.00	26,500.00	562.5%	22,500
Emergency Preparedness	2,120.00	2,000.30	732.08		1,000.00	500.00	1,000.00	0.0%	0
Total Expenditures	147,009.90	129,218.05	169,906.50		134,718.00	218.289.82	261,450.00		\$ 126,732
	2 17,0003.50	113,110.03	103,500.50		10 1,7 10.00	220,203.02	202) 100100	3275	7 120,702
Dept. Surplus/(Deficit)	(32,672.82)	(1,015.96)	(43,049.80)		(16,648.70)	(66,865.13)	(115,539.00)	594.0%	(98,890)
Transfer Out - Reserve Fund		-							0
Total Transfers	-	-	-		-	-			0.00
Total Expenditure and Transfer	147,009.90	129,218.05	169,906.50		134,718.00	218,289.82	261,450.00	94.1%	126,732
Total Department Surplus/(Deficit)	(32,672.82)	(1,015.96)	(43,049.80)		(16,648.70)	3,874.69	(115,539.00)	594.0%	(98,890)
Ending Criminal Justice Department Balance	417,397.41	416,381.45	373,331.65	Γ	356,682.95	377,206.34	261,667.34	(26.6%)	(95,016)
						<u>'</u>			

						ACTUAL		% Change \$ Change
	ACTUAL	ACTUAL	ACTUAL		BUDGET	PROJECTION	BUDGET	Budget Budget
ITEM	2020	2021	2022		2023	2023	2024	23 to 24 23 to 24
*NEW* City Street Fund								
Beginning Street Fund Department Balance	-	-	-		-	-	_	0
Revenues								
Motor Vehicle Fuel Tax - City Streets							56,358.00	56,358
Multimodal Transpo City							3,937.00	3,937
"Heavy Trucking" Grading Fee	-	-			-		65,500.00	65,500
Total Revenues	-	-	-		-	-	125,795.00	\$ 125,795
Transfer In - Reserve Fund								0
Transfer In - General Fund	-	-			-			0
Total Transfers	-	-	-		-	-		0
Total Revenues and Transfers	-	-	-		-	-	125,795.00	\$ 125,795
Expenditures								
		-	-					0
	-	-			-			0
Total Expenditures	-	-	-		-	-	-	0
Transfer Out - Reserve Fund					-			0
Transfer Out - General Fund	-	-			-		125,795.00	125,795
Total Transfers	-	-	-			-	125,795.00	125,795
Total Expenditure and Transfer	-	-	-	1			125,795.00	125,795
				L				
Dept. Surplus/(Deficit)	0.00	0.00	0.00		0.00	0.00	0.00	0
Ending Street Fund Department Balance	- 1	-	- 1		-	- 1		0

				_					
						ACTUAL			\$ Change
	ACTUAL	ACTUAL	ACTUAL		BUDGET	PROJECTION	BUDGET	Budget	Budget
ITEM	2020	2021	2022	L	2023	2023	2024	23 to 24	23 to 24
Grants									
Beginning Grants Department Balance	10,568.41	25,329.34	476,021.95		766,818.98	766,818.98	184,767.07	(75.9%)	(582,052)
Revenues									
NPDES Grant - Revenues  American Rescue Plan Act	4,560.03	- 473,059.00	473,059.00		-				0
Total Revenues	4.560.03	473,059.00	473,059.00		-		_	16	
Total Revenues	4,560.03	473,059.00	4/3,059.00	L	-			\$	
Transfer In - General Fund	20,000.00	-	-		-	-			0
Total Transfers	20,000.00	-	-		-	-	-		0
Total Revenues and Transfers	24,560.03	473,059.00	473,059.00	Ī	-	-		\$	-
Expenditures									
Recycling Grant	-	-	-		-				0
Comprehensive Plan GRANT	-	-	-		-				0
NPDES - Expenditures	9,799.10	11,382.19							0
American Rescue Plan Act		10,984.20	182,261.97	-	315,603.80	179,000.00	60,000.00	(81.0%)	(255,604)
Total Expenditures	9,799.10	22,366.39	182,261.97	L	315,603.80	179,000.00	60,000.00	(81.0%)	(255,604)
Transfer Out - General Fund	-	-	-		332,312.09	332,312.09	124,767.07	(62.5%)	(207,545)
Transfer Out - Criminal Justice Dept - Projects Fund	-	-	-		-	70,739.82		\$	-
Total Transfers	-	-	-		332,312.09	403,051.91	124,767.07	(62.5%)	(207,545)
				ř					
Total Expenditure and Transfer	9,799.10	22,366.39	182,261.97	L	647,915.89	582,051.91	184,767.07	(71.5%)	(463,149)
Dept. Surplus/(Deficit)	14,760.93	450,692.61	290,797.03		(647,915.89)	(582,051.91)	(184,767.07)	(71.5%)	463,149
Ending Grants Department Balance	25,329.34	476,021.95	766,818.98		118,903.09	184,767.07	·	(100.0%)	(118,903)

_				_					
						ACTUAL		% Change	\$ Change
	ACTUAL	ACTUAL	ACTUAL		BUDGET	PROJECTION	BUDGET	Budget	Budget
ITEM	2020	2021	2022	L	2023	2023	2024	23 to 24	23 to 24
Equipment Replacement									
Beginning Equipment Replace Department Balance	117,657.34	128,740.63	153,740.63		178,740.63	178,740.63	168,551.91	(5.7%)	(10,189)
Revenues									
Transfer In - General Fund - Administration	10,000.00	10,000.00	10,000.00		10,000.00	10,000.00	10,000.00	0.0%	0
Transfer In - General Fund - Public Works	15,000.00	15,000.00	15,000.00		15,000.00	15,000.00	15,000.00	0.0%	0
Total Transfers	25,000.00	25,000.00	25,000.00		25,000.00	25,000.00	25,000.00	0.0%	0
F dit				_					
Expenditures									
Admin Equipment Replacement Equipment - Public Works	13,916.71	-	-		-	2,703.72 32,485.00	50,000.00		50,000
Total Expenditures	13,916.71				-	35,188.72	50,000.00		50,000
Total Expellutures	13,910.71	-		L	_	33,188.72	30,000.00		30,000
Dept. Surplus/(Deficit)	11,083.29	25,000.00	25,000.00	L	25,000.00	(10,188.72)	(25,000.00)	(200.0%)	(50,000)
Ending Equipment Replace Department Balance	128,740.63	153,740.63	178,740.63		203,740.63	168,551.91	143,551.91	(29.5%)	(60,189)
	<u> </u>			_					
Housing Dont									
Housing Dept.									
Beginning Housing Department Balance	2,639.07	2,602.66	10,101.21		4,270.68	4,270.68	-	(100.0%)	(4,271)
Revenues									
Housing Rentals and Leases	10,419.12	7,023.84	5,157.72		-				0
Total Revenues	10,419.12	7,023.84	5,157.72		-	-			0
Transfer In - General Fund	10,300.00	16,300.00	7,000.00		-	-			0
Total Transfers	10,300.00	16,300.00	7,000.00		-	-			0
T.1.18				F					
Total Revenues and Transfers	20,719.12	23,323.84	12,157.72	L	-				0
Expenditures									
Other Improvements - Rental Property	3,778.69	825.29	-		-				0
ARCH Trust Fund	16,976.84	15,000.00	17,988.25		-				0
Total Expenditures	20,755.53	15,825.29	17,988.25	L	-		النسا		0
Transfer Out - Special Projects Department - Projects Fund					3,618.63	4,270.68		(100.0%)	(3,619)
Total Transfers	-	-			3,618.63	4,270.68		(100.0%)	(3,619)
Total Funes diame and Total fun	20 755 5	45.005.51	47.000.5-	F	·			400.57	
Total Expenditure and Transfer	20,755.53	15,825.29	17,988.25	L	3,618.63	4,270.68		(100.0%)	(3,619)
Dept. Surplus/(Deficit)	(36.41)	7,498.55	(5,830.53)	L	(3,618.63)	(4,270.68)	0.00	(100.0%)	3,619
Ending Housing Department Balance	2,602.66	10,101.21	4,270.68	L	652.05	0.00	0.00	(100.0%)	(652)

ITEM	ACTUAL 2020	ACTUAL 2021	ACTUAL 2022		BUDGET 2023	ACTUAL PROJECTION 2023	BUDGET 2024	% Change \$ Change Budget Budget 23 to 24 23 to 24
Parks & Recreation								
Beginning Parks & Recreation Department Balance	9,498.28	28,934.53	28,085.86		16,764.84	16,764.84	-	(100.0%) (16,765)
Revenues								
Celebration Event Total Revenues	1	-	-		-			0
l Otal Revenues	-	-	-	L	-			
Transfer In - General Fund	20,000.00		-		-	-		0
Total Transfers	20,000.00	-	-	L	-	-		0
Total Revenues and Transfers	20,000.00	-	-	ſ	-	-		0
Expenditures								
Celebration Event / Pumpkins	563.75	848.67	11,321.02		-			0
Total Expenditures	563.75	848.67	11,321.02		-	-	-	0
Dept. Surplus/(Deficit)	19,436.25	(848.67)	(11,321.02)	ſ	0.00	0.00	0.00	0
7 ( ) 0   15					46.764.04	46.764.04		(400.00() (46.755)
Transfer to General Fund  Total Transfers		-	-		16,764.84 16,764.84	16,764.84 16,764.84	-	(100.0%) (16,765) (100.0%) (16,765)
Total Hallsleis	-	-	-	L	16,764.64	10,704.84		(100.0%) (16,763)
Total Expenditures and Transfers	563.75	848.67	11,321.02		16,764.84	16,764.84		(100.0%) (16,765)
Total Department Surplus/(Deficit)	19,436.25	(848.67)	(11,321.02)		(16,764.84)	(16,764.84)	0.00	(100.0%) 16,765
Ending Parks & Recreation Department Balance	28,934.53	28,085.86	16,764.84		0.00	0.00	0.00	0

	T	ı							
						ACTUAL		% Change	\$ Change
	ACTUAL	ACTUAL	ACTUAL		BUDGET	PROJECTION	BUDGET	Budget	Budget
ITEM	2020	2021	2022		2023	2023	2024	23 to 24	23 to 24
Special Projects									
Beginning Special Projects Department Balance	2,215,813.29	2,185,700.71	2,110,741.88		1,986,555.70	1,986,555.70	1,435,852.64	(27.7%)	(550,703)
Revenues									
King Conservation District - Arbor Day	4,046.69	1,773.87	-						0
CARES ACT - Revenues	38,451.64	· -	-						0
*NEW* Comprehensive Planning Grant			-						0
Total Revenues	42,498.33	1,773.87	-		-	-			0
Transfers									
Transfer In - General Fund		-	-		-	-			0
Transfer In - Reserve Fund	-	_	-		_				0
Total Transfers	-	-	-		-	-			0
Total Revenues and Transfers	42,498.33	1,773.87	-		-	-			0
Expenditures									
Professional Services - Regional Advisory		15,513.38	-		-				0
Facilities Master Plan	8,901.53	29,618.03	36,270.71		1,944,098.29	523,003.06	25,000.00	(98.7%)	(1,919,098)
Records Management - Storage Project	864.92	7,655.82			-				0
Safety Committee - Wellness Committee - CARES	40,735.72	2,014.72	832.87		1,000.00	700.00		(100.0%)	(1,000)
Traffic Management Improvements	3,166.00	9,682.10			-				0
Hwy 520 LID Maintenance Assistance	-	-	-		10,000.00		10,000.00	0.0%	0
Wetherill Nature Preserve	1,000.00	-			1,000.00	1,000.00		(100.0%)	(1,000)
Other Improvements - Arbor Day/Urban Forestry	1,540.08	161.70	573.09		-				0
Lake WA Watershed - WRIA 8/NPDES Permits	7,704.00	6,423.00	9,040.32		-				0
IT Development- Website Management	3,428.60	1,796.24	3,432.18		40,000.00	26,000.00	27,000.00	(32.5%)	(13,000)
City Hall Repair	1,207.56	2,469.51			-				0
Professional Services - Mapping/GIS	4,062.50	1,398.20	11,537.01		-				0
Planning - Comprehensive Plan Update			62,500.00	1	-				0
Total Expenditures	72,610.91	76,732.70	124,186.18		1,996,098.29	550,703.06	62,000.00	(96.9%)	(1,934,098)
Transfers									
Transfer to Reserve Fund	-	-	-		-	-			0
Total Transfers	-	-	-		-	-	النسا		0
Total Expenditures and Transfers	72,610.91	76,732.70	124,186.18		1,996,098.29	550,703.06	62,000.00	(96.9%)	(1,934,098)
Total Department Surplus/(Deficit)	(30,112.58)	(74,958.83)	(124,186.18)		(1,996,098.29)	(550,703.06)	(62,000.00)	(96.9%)	1,934,098
Ending Special Projects Department Balance	2,185,700.71	2,110,741.88	1,986,555.70		(9,542.59)	1,435,852.64	1,373,852.64	(14497.1%)	1,383,395

	ACTUAL	ACTUAL	ACTUAL		BUDGET	ACTUAL PROJECTION	BUDGET	% Change Budget	\$ Change Budget
ITEM	2020	2021	2022	L	2023	2023	2024	23 to 24	23 to 24
Capital Projects									
Beginning Capital Projects Department Balance	3,624,352.36	3,970,044.11	5,376,242.93		5,760,466.28	5,760,466.28	6,864,450.47	19.2%	1,103,984
Revenues									
REET 1 - Real Estate Excise Tax	494,577.80	746,958.19	537,157.61		450,000.00	480,000.00	450,000.00	0.0%	0
REET 2 - Growth Excise Tax	494,577.80	746,958.20	537,157.59		450,000.00	480,000.00	450,000.00	0.0%	0
KC Flood Control District	-	-	-		-	,	,		0
Medina Share - 84th Ave Project	-	-							0
TIB Grant for 24th / 84th Signal & Overlay Proj.	-	-							0
TIB Grant for 24th Overlay Program	-	-			-				0
2022 TIB Grant for Crack Sealing	-	-	46,198.00		-				0
***2023 TIB ATP Grant - NE 20th Sidewalks					350,000.00			(100.0%)	(350,000)
KC Parks Levy - Prop 1 & 2	42,293.33	42,760.18	46,120.42		46,000.00	52,803.00	53,000.00	15.2%	7,000
Miscellaneous Revenue	-	-	-		-				0
Total Revenues	1,031,448.93	1,536,676.57	1,166,633.62		1,296,000.00	1,473,984.19	1,414,181.19	9.1%	118,181
Transfers									
Transfer In - General Fund	-	-							0
Transfer In - Reserve Fund	-	-			-				0
Total Transfers	-	-	-		-	-			0
				L					
Total Revenues and Transfers	1,031,448.93	1,536,676.57	1,166,633.62	L	1,296,000.00	1,473,984.19	1,414,181.19	9.1%	118,181
Expenditures									
Other Improvements - Roadway	353,420.58	47,186.51	256,230.40		960,000.00	240,000.00	675,000.00	(29.7%)	(285,000)
Other Improvements - Storm Drainage	305,290.10	18,536.29	500,664.21		375,000.00	45,000.00	780,000.00	108.0%	405,000
Capital Asset Maintenance (Rds/Sts Ordinary Maint - Use REET1)	27,046.50	41,878.37	25,515.66		75,000.00	30,000.00	75,000.00	0.0%	0
KC Parks Levy - Prop 1 & 2 (capt improvements)	-	22,876.58	-		80,500.00	55,000.00	475,000.00	490.1%	394,500
Other Improvements - Facilities							475,000.00		475,000
Total Expenditures	685,757.18	130,477.75	782,410.27		1,490,500.00	370,000.00	2,480,000.00	66.4%	989,500
Rev less Exp Surplus/(Deficit)	345,691.75	1,406,198.82	384,223.35		(194,500.00)	1,103,984.19	(1,065,818.81)	448.0%	(871,319)
Total Expenditures and Transfers	685,757.18	130,477.75	782,410.27		1,490,500.00	370,000.00	2,480,000.00	66.4%	989,500
Total Department Surplus/(Deficit)	345,691.75	1,406,198.82	384,223.35		(194,500.00)	1,103,984.19	(1,065,818.81)	448.0%	(871,319)
Ending Capital Projects Department Balance	3,970,044.11	5,376,242.93	5,760,466.28		5,565,966.28	6,864,450.47	5,798,631.66	4.2%	232,665

# City of Clyde Hill 2024 Monthly Salary Schedule

# **Exempt Unrepresented Employee Ranges:**

COLA Increase = 4.5%	FTE	Minimum	Maximum
Assistant City Administrator	1	6,866	9,383
Police Commander	1	9,497	13,502
Finance Director	1	10,298	14,304
Public Works Director	1	11,157	14,876
Chief of Police	1	11,157	14,876
City Administrator	1	12,015	18,308

# Non-exempt Unrepresented Employee Ranges:

COLA Increase = 4.5%	FTE	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Maintenance Worker 1	1	4,920	5,149	5,355	5,573	5,847	6,122	6,408
Maintenance Worker 2	1	5,721	6,007	6,294	6,580	6,889	7,209	7,552
Maintenance Worker Lead	1	6,580	6,866	7,163	7,472	7,793	8,124	8,468
Permit / Code Enforcement Specialist	1	5,950	6,179	6,408	6,637	6,889	7,152	7,438
Records Clerk	1	5,950	6,179	6,408	6,637	6,889	7,152	7,438
Police Records Manager	1	5,950	6,179	6,408	6,637	6,889	7,152	7,438
Deputy City Clerk	1	6,580	6,911	7,278	7,655	8,044	8,445	8,880
City Building Offcial	1	8,124	8,536	8,971	9,440	9,932	10,459	10,985

# Collective Bargaining Agreement for Local 763 Representing Law Enforcement Officers:

COLA Increase = 4.0%	FTE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Police Officers	7	6,641	7,045	7,449	8,052	8,380	8,761
Detective Premium Pay	3%	L	ongevity Pro	emium Pay :	10 yr	1%	
Corporal Premium Pay	5%	Longevity Premium Pay 15 yr 2%					
		L	ongevity Pro	emium Pay 2	20 yr	3%	

# Term-limited, Hourly Employees:

	FTE	Hr	ly Rate
Management Intern	0.5	\$	27.50
Comprehensive Planning Manager	0.1	\$	52.25

# All Full Time Employees:

Cafeteria Section 125 Plan	\$974.62 per month



# **Agenda Bill**

AB# 23-39

Clyde Hill City Council

Meeting Date: 11/28/2023

**Subject** 2024 Council Vacancy and Planning Commission Recruitment

**Document Type** Other

**Department** Administration

**Contact** Maia Knox

Attorney Review N/A

**Committee Recommendation** N/A N/A

**Planning Commission Recommendation N/A** 

**Handling** Normal **Deadline Date** 11/28/2023

**Needed from Council Action** 

### Recommendation

Approve application materials for City Council Vacancy and Planning Commission Recruitment.

# **Council Review History**

November 14, 2024 Council Meeting – Discussion re: Council Vacancy Selection Process

# **Attachments/References**

- Council Selection Process (Draft)
- Combined Notice & Application Form Council Vacancy 2024
- Combined Notice & Application From Planning Commission 2024

# Routing

**Director:** N/A **Approved:** N/A Date

Administrator: Dean Rohla Approved: DAR Date

# **Budget Impacts** No Budgetary Impact

# **Expenditure**

_				Budget	
Fund	Account Description	Cost	2023 Budget	Budget Amendment Needed	Amended 2023 Budget

### Revenue

				Budget	
Fund	Account Description	Revenue	2023 Budget	Budget Amendment Needed	Amended 2023 Budget

### **Notes**

There are no revenues or expenditures associated with this item.

**Verified by Finance:** N/A Click here to enter a date.

# **Key Facts and Information Summary**

# **Background**

The City will recruit for and appoint a new member of City Council in January 2024. The seat currently held by incoming Mayor & current Councilmember Friedman is expected to become vacant on January 1, 2024, with a term end date of December 31, 2024.

Additionally, the City is preparing to recruit for several Planning Commission seats, one of which is an expected January 1, 2024 vacancy created by the election of Commissioner Ryan Olson to City Council. The other seat is currently held by Commissioner Brandon Pack, who completes his term on December 31, 2023 and is eligible for reappointment.

# **Selection Process**

City Council

At the November 14<sup>th</sup>, 2023 City Council meeting, Council discussed a Council Vacancy selection process involving a Selection Committee made up of incoming Mayor Friedman, outgoing Mayor Klaas, and a member of Council reviewing applications, conducting preliminary candidate interviews, and making a recommendation to City Council. City Council will conduct final candidate interviews at the January 12<sup>th</sup>, 2024 Council Meeting, and vote to appoint a new member of Council to be sworn in that evening.

# **Planning Commission**

Outgoing Mayor Klaas and incoming Mayor Friedman have agreed to work together to review applications for Planning Commission and decide on appointments, to be confirmed by City Council at the January 12<sup>th</sup>, 2024 Council Meeting.

# **Notice & Application Materials**

Staff has prepared draft notice and application materials for Council and Planning Commission recruitment processes. The application period for both recruitments is anticipated to open December 1st and close on December 15th, 2023. Per the <u>City Council Rules and Guidelines</u>, Council is required to formally approve application materials before recruitment may commence.

# **Recommended Motion**

Move to approve application materials for 2024 City Council vacancy and Planning Commission recruitment processes.



# **Notice: City Council Vacancy**

The City of Clyde Hill is requesting applications from residents of Clyde Hill to fill a vacancy on the City Council.

The term will commence once a candidate is appointed by a majority vote of the City Council and will expire December 31, 2024.

To be eligible for appointment to the Clyde Hill City Council, you must have continuously resided within Clyde Hill city limits for a minimum of one year prior to your appointment, as well as be a registered voter in the City of Clyde Hill. Please be ready to provide a dated utility bill as verification.

The timeline for filling the Council vacancy is as follows:

- Applications due online or with City Clerk by Friday, December 15th, 2:00 PM
- Evaluation & preliminary interviews to occur late December 2023 / early January 2024.
- Candidate final interviews, appointment, and swearing in at Regular Council meeting January 9th, 2024.

Interested residents may <u>apply online</u> or pick up an application form at City Hall (9605 NE 24th St, Clyde Hill, WA 98004). Applications must be received by Friday December 15th, 2:00 PM. Applications received after this deadline may not be accepted. Additional details follow.

# **Details**

The Clyde Hill City Council is the non-partisan, part-time legislative authority of the City of Clyde Hill. The City operates under a Mayor-Council form of government. The five-member City Council serves as the legislative body of the City. The Council is responsible for setting legislative policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services. Council Rules & Guidelines are available at the city's website.

Once a Councilmember application is filed with the City, it is a public record. The application materials received from all candidates who meet the minimum requirements of state law will be presented as part of the public meeting to select an appointee. If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission (https://www.pdc.wa.gov/).

Applicants may be invited to participate in preliminary interviews with a Selection Committee made up of the outgoing mayor, incoming mayor, and a current city councilmember. Candidate evaluation will be based on the following criteria: Interest in serving, availability to attend meetings and perform other duties of position, qualifications and experience, knowledge and skills, and ability to represent diverse community perspectives and geographic areas.

The duties of a City Councilmember will likely involve an average minimum commitment of 10 hours per month for constituent relations, preparation, participation, and attendance at various meetings. Beyond the broad duties previously mentioned, Councilmember duties include, but are not limited to:

- Required attendance at regular council meetings that are currently held at 7:00 PM on the second Tuesday of the month.
- From time-to-time, the City Council or Mayor may call special City Council meetings as needed. Each Councilmember may serve on one or more subcommittees. These committees generally meet between regular council meetings.
- Councilmembers may also be expected to serve as liaisons to various regional boards and commissions. These various meetings and functions occur normally during the evenings, but may also occur on some weekends, and during some weekdays.
- Some travel may be expected locally or regionally. Travel expenses are reimbursed in accordance with City policy applicable to all employees and city officials, subject to the Council's budgetary limit.

The appointed Councilmember will have the same level of duty and privilege as all other Councilmembers. Clyde Hill City Councilmembers are currently compensated \$50 per council meeting with no fringe benefits.

# Application for Appointment to Clyde Hill City Council 2024

Thank you for your interest in serving the community as a member of the Clyde Hill City Council. Please refer to the <u>notice</u> for general information about the position, deadlines, and details.

To be considered, your application must be completed and received by the City Clerk's Office at Clyde Hill City Hall (9605 NE 24th St, Clyde Hill, WA 98004) no later than 2:00 PM on December 15th. Applications received after 2:00 PM will not be considered. Additional written information after this date will not be accepted unless requested by the City Council.

Once a Councilmember application is filed with the City, it is a public record. Application materials received from all candidates who meet the minimum requirements of state law will be presented as part of a public meeting to select an appointee.

Applicants may be invited to participate in preliminary interviews with a Selection Committee made up of the outgoing mayor, incoming mayor, and a current city councilmember. Candidate evaluation will be based on the following criteria:

- Interest in serving
- Availability to attend meetings and perform other duties of position
- Qualifications and experience
- Knowledge and skills
- Ability to represent diverse community perspectives and geographic areas

The Selection Committee will make a recommendation in early January, after which it is anticipated that City Council will conduct final interviews and vote to appoint a candidate for City Council at the January 9th, 2024 City Council regular meeting.

If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov).

i. Piease provide y	our address.	
Name		
Address		
Address 2		
City/Town		
State/Province		
ZIP/Postal Code		

2. Preferred conta	ct information
Email	
Phone	
	gistered voter in the City of Clyde Hill?
Yes No	
110	
4. Confirmation	of eligibility: Are you a registered voter in the City of Clyde Hill <b>and</b> have you
	sided within Clyde Hill city limits for a minimum of one year prior to your ntment? (Both must be true to be eligible.)
Yes	itment: (Both must be true to be engine.)
○ No	
	to this position will require your consistent attendance at regularly scheduled
	h occur on the second Tuesday of every month at 7 PM, and availability for eetings. Please confirm your availability.
Yes, I am ava	
No, I am not	available
	ers of your family hold, participate in, or are involved in any contract(s) yde Hill, or hold any other elected public office, please explain.
with the City of Ci	yue riin, or note any other elected public office, piedse explain.
7. Relevant educat	tion, work, and/or volunteer experience.
8. Describe why yo	ou are interested in serving in this position.
9 Describe vour a	qualifications for the position. What expertise, qualifications, or experience
	would benefit the community?

boards, commissio	ns, etc. and how this	experience would be	ment the residents	or cryde riiii.	
11. Please describe	e your vision for the f	future of Clyde Hill, 2	20 years from now.		
12. What are the the next 4 years?	hree highest prioritie	es and/or issues you b	pelieve the City sho	uld address in	
	Councilmember, you or majority support			losophy of how	
14. Is there anythin better?	ng else you would lik	te to add that would h	nelp us get to know	you a little	
	ng else you would lik	te to add that would h	nelp us get to know	you a little	
	ng else you would lik	te to add that would h	nelp us get to know	you a little	
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# **Notice: Planning Commission Open Seat & Vacancy**

The City of Clyde Hill is requesting applications from residents of Clyde Hill to serve on the Planning Commission.

Planning Commission members are appointed by the Mayor and confirmed by a majority vote of the City Council to serve four-year terms. Commissioners appointed to open positions in early 2024 will serve until their terms expire on December 31, 2027. A Commissioner appointed to fill an expected Planning Commission vacancy will serve through the end of that position's current term, which expires December 31, 2024.

To be eligible for appointment to a Clyde Hill Commission, you must have continuously resided within Clyde Hill city limits for a minimum of one year prior to your appointment, as well as be a registered voter in the City of Clyde Hill. Please be ready to provide a dated utility bill as verification.

The timeline for filling the Planning Commission open seat & vacancy is as follows:

- Applications due online or with City Clerk by Friday, December 15th, 2:00 PM
- Evaluation to occur late December 2023 / early January 2024.
- Candidate appointment confirmation to occur at Regular Council meeting January 9th, 2024 at 7:00 PM.

Interested residents may <u>apply online</u> or pick up an application form at City Hall (9605 NE 24th St, Clyde Hill, WA 98004). Applications must be received by Friday, December 15th, 2:00 PM. Applications received after this deadline may not be accepted. Additional details follow.

# **Details**

The Clyde Hill Planning Commission consists of five members who serve in an advisory capacity to the City Council on matters involving zoning, land use, and long-range planning. Planning Commission meetings occur on the fourth Thursday of each month at 7:00 PM. More information is available at the <u>City's website</u>.

Once a Commission application is filed with the City, it is a public record. The application materials received from all candidates who meet the minimum requirements of state law may be presented as part of a public meeting to confirm an appointee.

Applicants for City Commissions will be evaluated by a Selection Committee made up of the outgoing and incoming mayor. Candidate evaluation will be based on the following criteria: Interest in serving, availability to attend meetings and perform other duties of position, qualifications and experience, knowledge and skills, and ability to represent diverse community perspectives and geographic areas.

Appointed Commissioners for the City of Clyde Hill serve in an unpaid, volunteer capacity.

# Application for Appointment to Clyde Hill Planning Commission\_2024

Thank you for your interest in serving the community as a member of the Clyde Hill Planning Commission. Please refer to the <u>notice</u> for general information about the position, deadlines, and details.

To be considered, your application must be completed and received by the City Clerk's Office at Clyde Hill City Hall (9605 NE 24th St, Clyde Hill, WA 98004) no later than 2:00 PM on December 15th. Applications received after 2:00 PM will not be considered. Additional written information after this date will not be accepted unless requested by the Mayor or City Council.

Once a Commission application is filed with the City, it is a public record. Application materials received from all candidates who meet the minimum requirements of state law may be presented as part of a public meeting to confirm an appointee.

Application materials will be evaluated by a Selection Committee made up of the outgoing and incoming Mayors. Candidate evaluation will be based on the following criteria:

- Interest in serving
- Availability attend meetings and perform other duties of position
- Qualifications and experience
- Knowledge and skills
- Ability to represent diverse community perspectives and geographic areas

It is anticipated that the City Council will vote to confirm selected candidate(s) for Planning Commission at the January 9th, 2024 City Council regular meeting at 7:00 PM.

1. Please provide y	our address.	
Name		
Address		
Address 2		
City/Town		
State/Province		
ZIP/Postal Code		
2. Preferred contac	ct information	
Email		
Phone		

4. Confirmation of eligibility: Are you a registered voter in the City of Clyde Hill and have you continuously resided within Clyde Hill city limits for a minimum of one year prior to your potential appointment? (Both must be true to be eligible.)  Yes  No  5. Appointment to this position will require your consistent attendance at regularly scheduled meetings, which occur on the fourth Thursday of every month at 7 PM, and availability for other ad hoc meetings. Please confirm your availability.  Yes, I am available  No, I am not available  6. The City is currently recruiting to fill one open regular seat (duration of 4 years) and one expected vacant seat (duration of one year; option to reapply for additional 4 year term). Do you have a preference for which position you prefer?  Open regular seat (term expires Dec. 31, 2027)  Vacant seat (term expires Dec. 31, 2024)  No preference - consider me for both  Only consider me for the seat selected above  If you or members of your family hold, participate in, or are involved in any contract(s) with the City of Clyde Hill, or hold any other elected public office, please explain.  Relevant education, work, and/or volunteer experience.	Yes	
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. Describe why you are interested in serving in this position.	. Relevant ed	ucation, work, and/or volunteer experience.
. Describe why you are interested in serving in this position.		
	. Describe wh	y you are interested in serving in this position.

do you have that w	ould benefit the comm	unity?			
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	current/past communit ns, etc. and how this ex				
12. Please describe	your vision for the fut	ture of Clyde Hill, 20	years from now.		
	ree highest priorities	and/or issues you beli	eve the Planning Co	ommission	
should address in t	he next 4 years?				
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