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TO: City Council
FROM: Mayor Marianne Klaas
DATE: 8/8/2022
RE: Cost if Vote is Yes to Change Form of Government

A Resolution has been passed to place on the November 8, 2022 general election ballot the City of Clyde Hill's measure to change the form of government from its current Mayor- Council to that of Council-Manager form. There is a useful online resource to reference: [MRSC - City and Town Forms of Government](http://www.mrsc.org/Forms/Default.aspx).

A question that comes up is what the cost might be to the City of Clyde Hill if the vote is yes to change the form of government to Council-Manager. The following are key categories of that cost:

Direct Costs (Estimate: \$192,500)

1. Legal costs
 - a. Associated with updating the City's Municipal Code to meet the new form of government requirements (Estimate: \$7,500)
 - b. Associated with addressing questions/clarifications of the process such as those in #2-4 below (Estimate: To Be Determined)
2. Costs associated with addressing current City Administrator's contract (e.g. amendment, termination, severance)(Estimate: \$130,000)
3. Costs associated with appointing/hiring a new City Manager
 - a. Process to appoint an Interim City Manager and/or hire a new City Manager
 - i. Hiring an executive search firm (Optional; Estimate: \$25,000)
 - b. Creating and approving a new City Manager contract, including salary and benefits, in excess of the current City Administrator's contract (Estimate: \$20,000)
4. Costs associated with promoting a City Clerk and or Treasurer, if needed (Estimate: \$10,000)

Indirect Costs (Estimate: To Be Determined)

- Redirected work on behalf of City Administrator and other city staff. We will not expect staff to capture their time by which to calculate costs. We simply acknowledge that there would be added cost of staff's time to support meetings and processes (Estimate: To Be Determined)

Actual direct costs will be updated when a final analysis is completed after a potential change in form of government takes place.