



Administration

City of Snoqualmie

P.O. Box 987, Snoqualmie, Washington 98065

www.snoqualmiewa.gov

MEMORANDUM

DATE: April 26, 2023
TO: Snoqualmie City Council
FROM: Mike Sauerwein, City Administrator, and Deana Dean, City Clerk
SUBJECT: Committee Reform Discussion

SUMMARY

Administration is outlining possible scenarios regarding meeting management for Snoqualmie City Council and Committee meetings. The discussion surrounding meeting reform is in response to the evolution of Snoqualmie as a city and the need for councilmembers to be involved at local and regional levels to pursue revenue sources and ensure Snoqualmie's interests are served. Examples of how this might be achieved include council attendance in Olympia on issues such as SR18 widening, public transportation, middle housing, law enforcement, and land use. Council's voice needs to be heard at the state and regional levels and meeting reform would make better use of council resources for that purpose.

Meeting reform would benefit staff as they would have less meetings to prepare and attend and more time to spend on agenda bills and presentation materials. Staff would be more productive and the quality of information would be better. This would ultimately be a benefit for Council.

CURRENT COUNCIL MEETINGS

At present and on average, a councilmember is committed to two council meetings per month – every other Monday. In addition, they are committed to two committees which meet every other week on Mondays and Tuesdays – sometimes both days.

These do not include other city commitments or events during the day (such as the Chamber Luncheon) or in the evenings or on the weekends (such as Winter Lights, Easter Egg Hunts, or Arbor Day Celebration) nor does it include any regional commitments (such as PSRC, SVGA, AWC, or KCD).

The purpose of the committee meeting structure is to allow a more open exchange of views and debate by councilmembers (aka committee members); this is similar to special workshops. Oftentimes, staff provide more in-depth information on topics and members ask more questions at these meetings. Councilmembers who are not part of the committee are not given the benefit of hearing what is presented by staff or hearing the committee exchanges and in most instances, are not updated at the regular council meeting during commission/committee liaison reports. At times, although the agenda bill is a candidate for consent agenda, it is often placed under the Council Committee so that all councilmembers can "hear the story."

STAFF PREPARATION FOR MEETINGS

Staff are often so busy preparing for one meeting after the next that they are not able to focus on long-term goals and important projects. For example, a typical day is filled rushing from meeting to meeting, checking email, extinguishing fire after fire, and making phone calls. There is an astonishing amount of activity with very little productivity. Department Directors, specifically, should be allowed more time to move their departments forward in leadership and innovation.

Below is a chart which illustrates the primary staff members for each committee/commission and an estimate of the amount of time spent preparing for and attending meetings with the current schedule. Note this list is not all-inclusive as other staff members may have contributed to agenda items or attended meetings. While staff will still spend time preparing agenda bills, project updates, and presentations for meetings, their efforts will be more focused with the ultimate goal of providing the information council needs to take action.

Name of Committee/Commission	Staff	# of Hrs/Mo Prep Time	# of Hrs/Mo Meeting Time
Public Safety Committee	Chief Phipps Chief Correia City Attorney Deanna Patterson IT	3 4 1 7 1	2 2 2 3 2
CD Committee	Emily Arteche David Goodman Jonathan Kesler Ashley Wragge City Attorney IT	8 2 2 2 2 1	2 2 2 2 2 2
Parks & PW Committee	Mike Chambliss Engineers (4) Deana Dean City Attorney IT	3 12 2 3 1	2 8 2 2 2
Finance & Admin Committee	Mike Sauerwein Department Directors Jen Ferguson Drew Bouta Carson Hornsby Deana Dean City Attorney IT	1 6 22 1 2 3 1	2 12 2 2 2 2 2 2
Council Meetings	Mike Sauerwein City Attorney Department Directors Jen Ferguson Drew Bouta Deana Dean Carson Hornsby IT	2 4 6 19 6 1 2	5+ 5+ 30+ 5+ 5+ 5+ 5+ 5+
Subtotal Council		130	130
Arts Commission (1x/mo)	Nicole Wiebe	3.5	1.5
Civil Service Commission (1x/mo)	Chief Phipps Chief Correia Kim Johnson	1 1 1	1 1 1
ED Commission (1x/mo)	Emily Arteche David Goodman Jonathan Kessler Nicole Wiebe	4 1 1 4	1 1 1 1
Parks & Events Commission (1x/mo)	Mike Chambliss PPW Staff (2+) Nicole Wiebe Deana Dean	1.5 3 1 1	1 1 1 1
Planning Commission (2x/mo)	Emily Arteche David Goodman Jonathan Kessler Ashley Wragge	12 4 4 2	2 2 2 2
Subtotal Commissions		45	20.5
Human Services Advisory Committee	Carson Hornsby	2*	As needed
Lodging Tax Advisory Committee	Nicole Wiebe	2*	As needed
Salary Commission	Deana Dean	2*	As needed
Subtotal As Needed Committee/Commissions	*includes mtg time & is based on avg 25 hrs/yr	6	-----
TOTAL		181	150.5

OTHER JURISDICTIONS

A sampling of meeting structures by other local governments include:

Jurisdiction	Council Meetings	Committee of the Whole/ Work Study / Workshops	Committees (qty and frequency)	Total/Month
Snoqualmie	2x per month – 2 nd & 4 th Mon	N/A	(4) – 2x per month 1 st & 3 rd Mondays and 1 st & 3 rd Tuesdays	10
A	2x per month – 1 st & 3 rd Mon	8x per year - Mon	(3) – monthly – 1st, 2 nd , or 3 rd Tues	6
B	2x per month – 1 st & 3 rd Tues	1x per month – 2 nd Tues		3
C	2x per month – 1 st & 3 rd Tues	1x per month – 4 th Tues	(4) – monthly – daytime 1 st , 2 nd , 3 rd , or 4 th Tues	7
D	2x per month – 1 st & 3 rd Mon	2x per month – 2 nd & 4 th Mon		4
E	2x per month – 1 st & 3 rd Tues*	2x per month – 1 st & 3 rd Tues*		4
F	3x per month – 1 st , 2 nd , 3 rd Tues			3
G	2x per month – 2 nd & 4 th Mon		(2) – 3 rd Wed and quarterly on the 4 th Tues	3-4
H	2x per month – 2 nd & 4 th Tues	1 st , 3 rd , 5 th Tues		5

*same day

PROPOSALS

Council is asked to consider a change in meeting structure to one of two proposals below. Goals of this new structure include:

1. Ensure all councilmembers receive the same message at the same time.
2. All councilmembers benefit from questions or comments raised by fellow councilmembers.
3. Time is made available for councilmembers to represent Snoqualmie at regional meetings.
4. Provides for better coordination between the Mayor and MPT in setting Council agenda as they are aware of all items.
5. Agenda bills focus on quality of information as staff has additional time to prepare materials.
6. Increase in staff productivity.
7. Reduction in overtime. An estimated \$9,314 is spent per year for one IT staff member to assist at committee meetings and an additional \$10,767 is spent per year for two IT staff members to assist at council meetings for a total estimated cost of \$20,081 per year. *(Note: as Council considers a future AV upgrade, it is administration's goal that the new system be intuitive so that the City Clerk or staff liaison run the meetings with little to no IT assistance.)*

Proposal A:

Council COW/Work Sessions, chaired by MPT (1st and 3rd Mondays at 6pm)
Council Meetings (2nd and 4th Mondays at 6pm)
Roundtable or Special Meetings as needed.

(Note: this option impacts the Planning Commission, Arts Commission, and the Parks & Event Commission meetings. Those meetings would need to be moved to Tuesdays.)

(Note: Ad Hoc Committees or Task Forces as needed for specific issues or to address council priorities.)

Proposal B:

Council COW/Work Sessions, chaired by MPT (1st and 3rd Tuesdays at 6pm)
Council Meetings (2nd and 4th Tuesdays at 6pm)
Roundtable or Special Meetings as needed.

(Note: this option would not be impacted by Monday holidays and other Monday meetings such as the Planning Commission, Arts Commission, and Parks & Events Commission.)

(Note: Ad Hoc Committees or Task Forces as needed for specific issues or to address council priorities.)

A council schedule is attached to this memo showing the current meeting schedule and what it may look like for each of the proposals for each of the councilmembers.

RECOMMENDATION

Council is asked to adopt Proposal B for a trial six-month period effective July 2023, through the end of 2023 at which time it can be re-evaluated. This proposal is less impactful to volunteers on commissions. Sample agendas for the council work session and council meeting are attached for illustration as well as a sample staff report to be used for project updates and informational items.

Attachments: Council Schedules
Sample Work Session Agenda
Sample Council Meeting Agenda
Sample Staff Report