



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB24-038
April 8, 2024
Committee Report**

AGENDA BILL INFORMATION

TITLE:	AB24-038: Proclamation Policy	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	PROPOSED ACTION:	

REVIEW:	Department Director/Peer	Mike Chambless	Click or tap to enter a date.
	Finance	n/a	Click or tap to enter a date.
	Legal	David Linehan	Click or tap to enter a date.
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Administration		
STAFF:	Deana Dean, City Clerk		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: April 2, 2024	
EXHIBITS:	1. Draft Proclamation Policy		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

INTRODUCTION

This policy is intended to provide guidance on City proclamations and will create and streamline a process for requesters.

BACKGROUND

Current proclamations are covered under Rule 5.7 of the Rules of Procedure of the City Council which states "Requests for proclamations to honor individuals or groups will be submitted to the City Clerk for review. Proclamations will be approved and signed by the Mayor. Proclamations may be placed on the Council agenda for official presentation or mailed to the honored individual or organization as appropriate."

ANALYSIS

Based on some recent requests, it has become apparent that a formal process needs to be adopted so that requests are properly routed on a timely basis. Exhibit 1 outlines the principles that must be met, the process for submitting requests, and formalizes a new procedure for proclamations to be proclaimed administratively.

BUDGET IMPACTS

None.

NEXT STEPS

If approved, the City Clerk will add a page to the website with a fillable form for requesters to complete to have their proclamation proposal reviewed.

Council Rules of Procedure, Rule 5, which addresses Proclamations will be amended during the next update.

PROPOSED ACTION

Move to adopt the Proclamation Policy effective April 9, 2024.