



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

**AB24-026**  
**April 8, 2024**  
**Committee Report**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB24-026: Ordinance amending SMC Chapters 2.06, 2.08, 2.11, 2.12, 2.16, and 2.22, and repealing Chapters 2.10 and 2.56	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
<b>PROPOSED ACTION:</b>	Adopt Ordinance 1287, Amending SMC Chapters 2.06, 2.08, 2.11, 2.12, 2.16, and 2.22, and repealing Chapters 2.10 and 2.56	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	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	3/27/2024
	City Administrator	Mike Chambless	Click or tap to enter a date.

<b>DEPARTMENT:</b>	Administration		
<b>STAFF:</b>	Deana Dean, City Clerk		
<b>COMMITTEE:</b>	Finance & Administration	<b>COMMITTEE DATE:</b> April 2, 2024	
<b>EXHIBITS:</b>	1. Ordinance 1287 2. Exhibit A – REDLINE 3. Exhibit A - CLEAN		

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUESTED</b>	\$ n/a

## SUMMARY

**INTRODUCTION**  
 Staff have been working to update and streamline the Commission Handbook. Those changes have resulted in the need to update the Snoqualmie Municipal Code (SMC) to clarify, add, or delete sections for each of the advisory bodies which will now be made consistent through the Handbook except where otherwise required by state law. In addition, this proposal includes the repeal of two chapters in the SMC which are obsolete: the Library Advisory Board and the Economic Development Corporation.

**PROPOSED UPDATES:**

Name of Committee/Commission	Chapter	Ordinance #	Date Adopted	Proposed Changes
Arts Commission	2.06	866 1014	2000 2007	<ul style="list-style-type: none"> <li>Change length of term from four years to two years</li> </ul>

		1110 1119 1188	2013 2013 2017	<ul style="list-style-type: none"> <li>Remove reference to administrative rules and procedures (now Handbook)</li> <li>Remove reference to quorum (in Handbook)</li> <li>Change city treasurer to finance department</li> <li>Add council liaison section</li> </ul>
Parks and Events Commission	2.08	382A 553 1190 1259	1970 1985 2017 2022	<ul style="list-style-type: none"> <li>Change language in "Membership" to be consistent with other advisory boards</li> <li>Change length of term from four years to two years and adjust date on which they expire</li> <li>Remove section on when meetings are held (information not in other commissions)</li> <li>Change section on Powers and Duties to read Duties (to keep consistent with other advisory boards)</li> <li>Remove special meetings authorized (dictated by OPMA)</li> <li>Remove reference to quorum (in Handbook)</li> <li>Moved section on resident interest to section 2.08.050</li> <li>Remove appointment of officers, chair duties, and vice chair duties (in Handbook)</li> </ul>
Lodging Tax Advisory Committee	2.11	948	2004	<ul style="list-style-type: none"> <li>Remove reference to quorum (in Handbook)</li> <li>Remove sections on "Removal" and "Legal compliance" (in Handbook)</li> </ul>
Planning Commission	2.12	296 555 760 786 870 1200	1957 1985 1996 1997 2000 2017	<ul style="list-style-type: none"> <li>Clean up language on vacancies (to be consistent with other advisory boards)</li> <li>Remove repealed sections 2.12.040, 2.12.050, 2.12.070</li> <li>Remove reference to quorum (in Handbook)</li> <li>Remove reference to removal from office (in Handbook)</li> </ul>
Civil Service Commission	2.16	395 660 1204	1972 1991 2018	<ul style="list-style-type: none"> <li>Per RCW: <ul style="list-style-type: none"> <li>- three members.</li> <li>- terms from four years to six years and staggered as required by statute.</li> <li>- Add reference that not more than two shall be of the same political party</li> </ul> </li> </ul>
Economic Development Commission	2.22	962 996	2004 2006	<ul style="list-style-type: none"> <li>Remove reference to chair (in Handbook)</li> <li>Add language for council liaison</li> <li>Remove duplicate sentence regarding appointment process</li> <li>Clean up language regarding term to be consistent with other advisory bodies</li> <li>Remove language regarding removal and absences (in Handbook)</li> <li>Remove reference to administrative rules, chair, and quorum (in Handbook)</li> </ul>
Library Advisory Board	2.10	865 1042	2000 2009	<ul style="list-style-type: none"> <li>Repeal in its entirety, defunct</li> </ul>

Economic Development Corporation	2.56	515	1982	<ul style="list-style-type: none"> <li>• Repeal in its entirety, defunct</li> </ul>
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**BACKGROUND**

Each commission has its own chapter in the Snoqualmie Municipal Code (SMC). The sections of each chapter are not consistent across the commissions and some, such as the Lodging Tax Advisory Committee, haven't been updated since their creation in 2004. It is necessary to review and update each code to align with current practices and statutory requirements. Two chapters, Library Advisory Board and Economic Development Corporation, are no longer in effect and should be repealed.

**ANALYSIS**

The codes for each commission vary which makes it hard to maintain and keep track. One Handbook which covers issues each commission has in common will be the guiding document. Codes will be updated to cover sections specific to that commission and other sections will be removed and addressed in the Handbook.

The Civil Service Rules and Regulations were updated in November 2022 and made consistent with RCW 41.12.030 which requires a six-year term for civil service commissioners. The proposed amendment to Chapter 2.16 updates the term length and staggering of terms to coincide with state law and the Civil Service Rules.

The Salary Commission, Chapter 2.36 requires no changes.

**BUDGET IMPACTS**

None.

**NEXT STEPS**

4/2/2024 Finance & Administration Committee review.

4/8/2024 First Reading of Ordinance 1287 – Amending Snoqualmie Municipal Code Chapters 2.06, 2.08, 2.11, 2.12, 2.16, and 2.22, and repealing Chapters 2.10 and 2.56.

4/22/2024 Second reading and adoption of Ordinance 1287 – Amending Snoqualmie Municipal Code Chapters 2.06, 2.08, 2.11, 2.12, 2.16, and 2.22, and repealing Chapters 2.10 and 2.56.

**PROPOSED ACTION**

4/2/2024 First Reading of Ordinance 1287.

4/22/2024 Second reading and adoption of Ordinance 1287.

Move to adopt Ordinance 1287 – Amending Snoqualmie Municipal Code Chapters 2.06, 2.08, 2.11, 2.12, 2.16, and 2.22, and repealing Chapters 2.10 and 2.56.