



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-023
April 22, 2024
Resolution

AGENDA BILL INFORMATION

TITLE:	AB24-023: Resolution Adopting Commission and Committee Handbook	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
PROPOSED ACTION:	Approve Resolution No. 1681 Adopting the Commission and Committee Handbook	

REVIEW:	Department Director/Peer	Mike Chambless	3/4/2024
	Finance	n/a	Click or tap to enter a date.
	Legal	David Linehan	2/28/2024
	City Administrator	Mike Chambless	3/4/2024

DEPARTMENT:	Administration		
STAFF:	Deana Dean, City Clerk		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: April 2, 2024	
EXHIBITS:	1. Commission and Committee Handbook 2. Resolution 1681		

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

SUMMARY

INTRODUCTION

The Commission and Committee Handbook (Handbook) has been updated to provide more consistent processes and procedures and to establish a standard code of conduct across all City of Snoqualmie commissions and committees.

BACKGROUND

The Handbook was first adopted administratively in December 2014 and has had revisions in 2020 and 2022.

ANALYSIS

Update information includes removing redundant and outdated provisions, clarifying attendance and excused-absence policies, updating procedures for chair and vice-chair elections, removing unnecessary bylaws, and adding the local-planning training video for Planning Commissioners. Staff would like Council to approve this Resolution to formally adopt the Handbook which will constitute the official rules of the Commissions and Committees. Snoqualmie Municipal Code sections that are affected by changes to this Handbook will be updated simultaneously under AB24-026.

BUDGET IMPACTS

None.

NEXT STEPS

4/2/24 Finance & Administration Committee review.

4/22/24 Move to approve Resolution No. 1681 Adopting the Commission and Committee Handbook.

(Note: An ordinance with accompanying Snoqualmie Municipal Code amendments will be presented at the 4/2/24 Finance & Administration meeting, with a first reading requested for the 4/8/24 City Council meeting, and a second reading and proposed adoption occurring at the 4/22/24 City Council meeting.)

PROPOSED ACTION

Move to approve Resolution No. 1681, Adopting the Commission and Committee Handbook.