



Committee Meeting Reform Options

FINANCE & ADMINISTRATION
COMMITTEE | May 2, 2023

Current Structure



Meeting Frequency

2 Regular Meetings

4 Committee Meetings (2x per month)

10 Meetings Total

8-9 Meetings per CM



Current Problem Areas

1. Uneven knowledge among councilmembers
2. Need to improve councilmember visibility at regional level
3. Insufficient time to edit and refine Agenda Bills and Presentations
4. Overtime

Meeting Options



Option A: Monday Work Sessions/Regular Meetings

Option B: Tuesday Work Sessions/Regular Meetings

Option A – Benefits



Monday Work Sessions and Council Meetings

1. All councilmembers receive same message at the same time.
2. All councilmembers benefit from questions or comments raised by fellow councilmembers.
3. Councilmembers can represent Snoqualmie at local and regional meetings.
4. Better coordination between Mayor and MPT in setting agenda.
5. Additional time for staff to prepare materials and increase in staff productivity.
6. Reduction in overtime.



Option A - Potential Issues

1. Difficult to determine council direction

Lack of specialization among councilmembers

1. Conflicts with Commission meetings

1. Insufficient time

Option A - Potential Solutions

1. Difficult to determine council direction

- Council to provide clear action items for staff at work sessions

Lack of specialization among councilmembers

- Referral to Ad Hoc Committees or Special Task Forces as needed

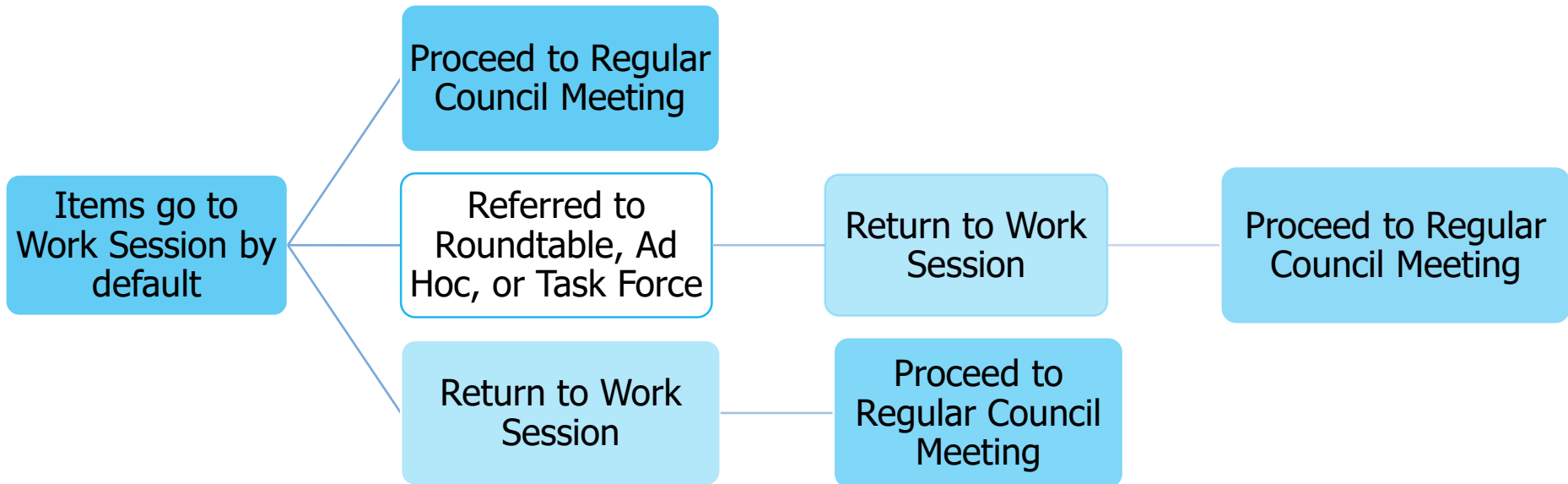
1. Conflicts with Commission meetings

- Move Commission meetings to Tuesdays

1. Insufficient time

- Project updates and Informational items as staff reports under new "Information" heading
- Refer complex or in-depth issues to Roundtable, Ad Hoc or Task Force Committees

Option A - Process



Option B - Benefits



Tuesday Work Sessions and Council Meetings

1. All councilmembers receive same message at the same time.
2. All councilmembers benefit from questions or comments raised by fellow councilmembers.
3. Councilmembers can represent Snoqualmie at local and regional meetings.
4. Better coordination between Mayor, MPT, and Clerk in setting agenda.
5. Additional time for staff to prepare materials and increase in staff productivity.
6. Reduction in overtime.
7. Does not impact Commission meetings.

Option B - Potential Issues



1. Difficult to
determine council
direction

Lack of
specialization
among
councilmembers

1. Insufficient time

Option B - Potential Solutions

1. Difficult to determine council direction

- Council to provide clear action items for staff at work sessions

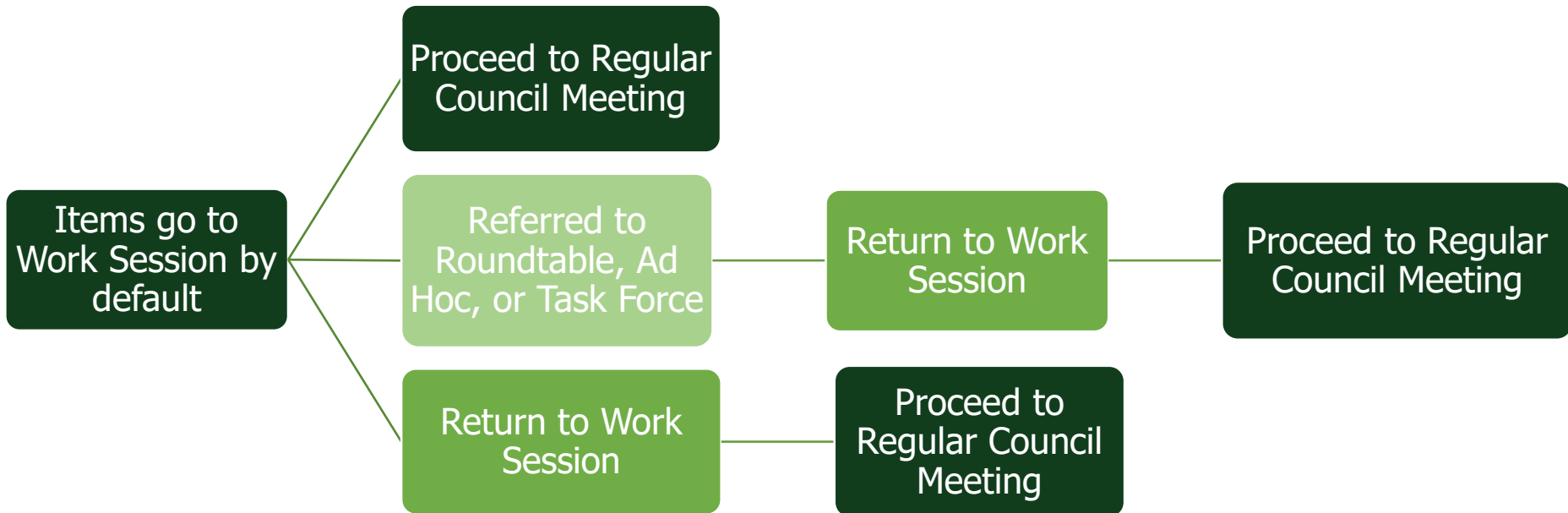
Lack of specialization among councilmembers

- Referral to Ad Hoc Committees or Special Task Forces as needed

1. Insufficient time

- Project updates and Informational items as staff reports under new "Information" heading
- Refer complex or in-depth issues to Roundtable, Ad Hoc or Task Force Committees

Option B - Process



Meeting Frequency



Option A	Option B
2 Work Sessions 2 Regular Meetings Ad Hoc Meetings as needed	2 Work Sessions 2 Regular Meetings Ad Hoc Meetings as needed
4 Meetings Total	4 Meetings Total

Next Steps



Identify any further information needed or council input.



Obtain direction on which option to pursue.

Questions
and
Direction
Needed



Thank You