



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

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

**AGENDA BILL INFORMATION**

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

<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	Click or tap to enter a date.
	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. Draft Proclamation Policy		

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUESTED</b>	\$ 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 and that proclamations are relevant to Snoqualmie. 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**

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**

Based on F&A Council Committee review, staff is requesting council feedback on the Proclamation Policy.