



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

**AB24-023
April 8, 2024
Committee Report**

AGENDA BILL INFORMATION

| | | |
|-------------------------|--|--|
| TITLE: | AB24-023: Commission and Committee Handbook | <input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution |
| PROPOSED ACTION: | Discussion. | |

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|----------------|--------------------------|----------------|-------------------------------|
| 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 |

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|--------------------|--|--------------------------------------|--|
| DEPARTMENT: | Administration | | |
| STAFF: | Deana Dean, City Clerk | | |
| COMMITTEE: | Finance & Administration | COMMITTEE DATE: April 2, 2024 | |
| | 1. Commission and Committee Handbook 2. Handbook – Final 2022 3. Resolution 1681 | | |
| EXHIBITS: | | | |

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|--------------------------------|--------|
| 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Update information includes removing redundant and outdated provisions, clarifying attendance and excused-absence policies, updating procedures for chair and vice-chair elections, removing unnecessary bylaws, and adding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.

4/8/24 Based on F&A Council Committee review, staff is requesting council feedback on 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

Discussion. Feedback requested.