

RESOLUTION NO. 390

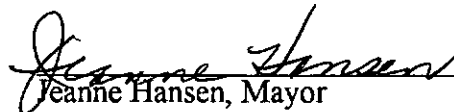
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, ADDING AN AGENDA BILL POLICY TO THE ADMINISTRATIVE RULES, POLICIES AND PROCEDURES.

WHEREAS, the City of Snoqualmie finds that it would be beneficial to establish a method for organizing the material included on the City Council Agenda, and

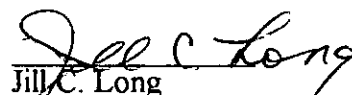
WHEREAS, Agenda Bills will provide a consistent and easily understood format and will serve as a guide to assure that all necessary materials are provided for Council review, now therefore, be it

RESOLVED by the City Council of the City of Snoqualmie, Washington, that the Agenda Bill Policies and Procedures, as set forth in the exhibit attached hereto, is hereby approved and adopted.

PASSED by the City Council of the City of Snoqualmie, Washington this 13 day of June, 1994.


Jeanne Hansen, Mayor

Attest:


Jill C. Long
City Clerk/Treasurer

**ADMINISTRATIVE RULES
POLICIES AND PROCEDURES**

SUBJECT;
Agenda Bills

METHOD OF ADOPTION:
Resolution 390

DATE:
6-13-94

PURPOSE:

To establish a method for organizing the material included on the City Council Agenda. It provides a consistent and easily understood format and serves as a guide to assure that all necessary materials are provided for Council review.

POLICY:

All items appearing on the City Council Agenda will be supported by an Agenda Bill with the exception of approval of the minutes, vouchers, and other routine recurring items that normally would appear on the consent agenda.

Agenda Bills may be originated by any staff member, program coordinator, department head, administration, Council, board, commission, or committee. The Mayor shall have final authority over which matters shall be included upon the Agenda of Council.

AGENDA BILL COVER SHEET:

Agenda Bill Cover Sheets are provided for your use (sample attached). The person submitting the Agenda Bill should fill in all relevant spaces as indicated below.

1. **TITLE:** Identify the matter of business. This should be a simple descriptive phrase or short sentence using key words. Each Agenda Bill shall have a distinctive title.
2. **PROCEEDING:** Explain what the matter is doing before the City Council. (e.g. Presentation of Information, Introduction of Ordinance, Ordinance or Resolution for Adoption, Confirmation of Appointments, Public Hearing, Approval/Authorization of an Agreement or Contract)
3. **AGENDA BILL NO:** Leave this space blank. Agenda Bill numbers are assigned by the City Clerk just prior to preparing the final Agenda.
4. **ORIGIN:** Provide the name of the person and/or committee submitting the Agenda Bill.
5. **DATES:** Indicate the date submitted and the date of the Council meeting for which the Agenda Bill is prepared. All Agenda Bills must be submitted to the City Clerk, in final form, by 12:00 noon on the Thursday preceding the Monday for which a meeting of the Council is scheduled.
6. **CLEARANCE:** Every department or authority to which the matter has previously been referred, should initial and date. This is an important control so that the City Administrator can be satisfied that all necessary input has been gained before placing the matter before the City Council. If a committee or department has taken exception to the recommendation or has reservations, that should be mentioned under the Summary Statement.
7. **EXHIBITS:** List all exhibits attached to the Agenda Bill Cover Sheet (e.g. proposed ordinance, resolution, letters, memos, agreements, contracts) If there are no exhibits, please show "none". If exhibits are not attached but will be available at the Council meeting, note that information in this box.

8. **FINANCIAL DATA:** The originator must provide an estimate of any expenditure required to accomplish the recommended action. If an expenditure is required and has not been budgeted, or the budget amount is insufficient, enter the necessary appropriation amount. The funding source from which the appropriation is proposed to be taken must be explained in the Summary Statement. If the Agenda Bill does not involve any expenditure of funds, indicate N/A.

9. **SUMMARY:** Set forth all the facts of the matter. Give the date that somebody applied for something or some official initiated the proceedings. Explain briefly what the matter is. Cite authority such as State statutes, ordinances, resolutions, or policies which control, authorize or restrict the actions that are to be taken. Give complete background information where it is necessary.

10. **RECOMMENDATION:** Cite the title of the person or the committee making the recommendation. State the recommendation as a motion so that the Councilmembers can read then into the minutes. Begin with action words such as "authorize", "adopt", "direct", "approve". Be sure to put down all the alternatives, if any, to the primary recommendation (usually in your order of preference).

**CITY OF SNOQUALMIE
CITY COUNCIL AGENDA BILL**

TITLE	Agenda Bill No.	AB#
	Origin	
	Date Submitted	
	For Agenda of	

PROCEEDING	Clearance:	Initials	Date
	Committee City Adm. City Attorney Com Dev. Dir. Engineer/Bldg Off. Police Chief Other		
Exhibits:			

Expenditure Required	Amount Budgeted	Appropriation Required
\$	\$	\$

SUMMARY STATEMENT

RECOMMENDED ACTION

AMENDED MOTION

ACTION TAKEN	
Motion as proposed above:	Amended Motion:
Motion Made by: _____	Motion Made by: _____
Seconded by: _____	Seconded by: _____
Passed: _____	Passed: _____
Failed: _____	Failed: _____
Johnson _____	Johnson _____
Sorenson _____	Sorenson _____
Gifford _____	Gifford _____
Banning _____	Banning _____
Wenner _____	Wenner _____
Hansen (in case of tie) _____	Hansen (in case of tie) _____