



# FINANCE & ADMINISTRATION COMMITTEE & COMMITTEE OF THE WHOLE MEETING MINUTES SEPTEMBER 17, 2024

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*This meeting was conducted in person at Snoqualmie City Hall and remotely using Zoom.*

## CALL TO ORDER

Chair Holloway called the meeting to order at 6:03 pm.

**Committee Members:** Councilmembers Bryan Holloway, Jolyon Johnson, and Cara Christensen were present.

Mayor Katherine Ross and Councilmembers Ethan Benson and Cat Cotton were also present.

### City Staff:

Mike Chambless, City Administrator; Deana Dean, City Clerk; Drew Bouta, Finance Director; Janna Walker, Budget Manager; Danna McCall, Communications Coordinator; Brian Lynch, Police Chief; Mike Bailey, Fire Chief (remote); Emily Arteché (remote); Fletcher Lacroix, IT Director; Jen Hughes, Deputy Finance Director; Jeff Hamlin, Parks & Public Works Director; Nicole Wiebe, Community Liaison (remote); and Andy Latham, IT Support.

**AGENDA APPROVAL** - The agenda was approved as presented.

**PUBLIC COMMENTS** - There were no public comments.

**MINUTES** - The minutes from August 6, 2024, were approved as presented.

## APPROVAL OF WARRANTS / CLAIMS

2. The claims report dated September 23, 2024, was approved to move forward at the September 23, 2024, Council meeting on the consent agenda.

## AGENDA BILLS

3. **AB24-087:** Second Amendment to the Agreement for Interim City Attorney Legal Services. This item was introduced by City Administrator Mike Chambless and is approved to move forward at the September 23, 2024, City Council meeting on the non-consent agenda.
4. **AB24-092:** Pacific West Rail Foundation Museum Development Agreement and Public Use Covenant. This item was introduced by Interim City Attorney David Linehan who explained the steps and purposes of the supporting documents. Discussion followed with Attorney Linehan and City Administrator Mike Chambless answering committee questions.

5. **AB24-094: 2025-2026 Human Services Funding Recommendations.** This item was introduced by City Clerk Deana Dean who provided an overview of the human services allocation process for the 2025-2026 biennium. Discussion followed with Finance Director Drew Bouta providing additional information regarding Opioid Settlement Funds. This item is approved to move forward at the September 23, 2024, City Council meeting on the non-consent agenda. Staff were directed to determine a strategy for use of funds in Fund #123 or whether there should be a secondary action.

## **DISCUSSION**

6. Mayor's Proposed 2025-2026 Biennial Budget Department Presentations. Introduction by Finance Director Drew Bouta. Presentations provided by IT Director Fletcher Lacroix, City Administrator Mike Chambless, City Clerk Deana Dean, Communications Coordinator Danna McCall, and Finance Director Drew Bouta. Topics covered included overview, accomplishments, 2025-2026 biennial budget tables, and outlook/workplan for each department, division, or office. Committee questions and comments followed. Additional information provided by Finance Director Drew Bouta and City Administrator Mike Chambless.
7. City Attorney Recruitment Update provided by City Administrator Mike Chambless. Committee comments and questions followed. This item will be brought back at the next Finance & Administration Committee meeting for discussion and possible Council direction.
8. 2025 Legislative Priorities. CM Holloway to review the 2024 Legislative Priorities with Council and bring back to the next Finance & Administration Committee meeting.
9. Upcoming Agenda Items. This item was informational only.

## **CITY COUNCIL MEETING AGENDA REVIEW**

10. Review Draft City Council Agenda dated September 23, 2024. The agenda was approved as amended.

## **ADJOURNMENT**

The meeting was adjourned at 8:03 pm.

*Minutes taken by Deana Dean, City Clerk.*

*Recorded meeting audio is available on the City website after the meeting.*

*Minutes approved at the \_\_\_\_\_, 2024, Finance & Administration Committee Meeting.*