



FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES APRIL 07, 2026

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

CALL TO ORDER.

Chair Jolyon Johnson called the meeting to order at 6:01 pm.

Committee Members: Councilmembers Jolyon Johnson, Bryan Holloway and Louis Washington were present.

Committee Member Louis Washington arrived at 6:02 pm.

Executive: Mayor James Mayhew was present.

City Staff: Finance Director Drew Bouta; Interim City Clerk Robert Thrall; IT Support Specialist Andrew Jongekryg, Community Liaison Nicole Wiebe, Budget Manager Janna Walker, Temporary Executive Assistant Rebecca Solem.

AGENDA APPROVAL.

Motion: Councilmember Johnson moved to amend the agenda to Move up Item 9, and to add City Administrator Position update as item 10. There were no objections.

Motion Passed: 3-0.

PUBLIC COMMENTS.

The following people made a public comment:

- Melody Correia
- Catherine Cotton

MINUTES:

1. The minutes dated March 3, 2026, were approved as presented.

APPROVAL OF WARRANTS / CLAIMS.

2. Consideration of Claims Reported dated April 13th, 2026.

Motion: Councilmember Johnson made a motion to move the claims report dated April 13th, 2026, to the consent agenda of the City Council meeting on April 13th, 2026, for Council approval. Seconded by Councilmember Washington.

Motion passed: 3-0

AGENDA BILLS.

3. AB25-0121: Lodging Taxes 2026 Allocation.

The committee reviewed lodging tax recommendations. Allocations were awarded to:

- Northwest Railway Museum – SnoValley Wine Train
- SnoValley Chamber – World Cup marketing
- Historic Downtown Snoqualmie Merchants Association – Snoqualmie Days

Action: The item was unanimously approved to move forward on the consent agenda.

4. Jupiter | Bess Discussion.

Motion: Councilmember Washington made a motion to advance the item. Seconded by Councilmember Johnson.

Motion passed: 3-0.

5. AB26-007: Ordinance Amending the Definitions of Sale at Retail and Sale at Wholesale in the City's B&O Tax Code.

Finance Director Bouta presented the ordinance, explaining that state-level changes to retail sales tax require updates to the City's B&O tax code. The ordinance does not modify sales tax directly but aligns B&O classifications with state definitions. Committee discussion followed.

Action: The ordinance was unanimously approved to move forward for to the Council for its first reading.

6. Presentation on General Fund Sources.

Budget Manager Janna Walker presented an overview of proposed funding sources, noting \$37.3M over five years and \$3.5M in annual City revenues and stated that ongoing programs require \$1.8M in stable funding. She briefed that utility tax revenue and recurring construction sales tax were identified as sources, with 15% of governmental capital revenue proposed to shift to the general fund, in an estimated amount of \$300,000.00 per year. Committee discussion followed.

Motion: Chair Johnson made a motion to move the item forward to the Council meeting on April 13th, 2026. Seconded by Councilmember Washington.

Motion passed: 3-0.

7. AB26-015: Resolution Amending the Financial Management Policy.

Finance Director Drew Bouta briefed on a proposed resolution to amend the Financial Management Policy. Committee discussion followed.

Motion: Chair Jolyon made a motion to move the item to the April 13th, 2026, Council meeting. Seconded by Councilmember Washington.

Motion passed: 3-0.

8. AB26-016: Ordinance Repealing Ordinance 1296 Section 8 and Resolution 1255 Section 2(B)(3)

Finance Director Drew Bouta briefed on AB26-016, an ordinance repealing Ordinance 1296, Section 8 and Resolution 1255, Section 2(B)(3). The Mayor recommended including a presentation during the ordinance portion of the next Council meeting.

Motion: Councilmember Johnson made a motion to move the ordinance forward to the April 13th, 2026, City Council meeting. Seconded by Councilmember Washington.

Motion passed: 3-0.

9. AB26-017: 2025-2026 Budget Amendment

Finance Director Drew Bouta briefed on a proposed 2025-2026 budget amendment. Committee discussion followed.

10. City Administrator Position Timeline.

Mayor Mayhew briefed on the timeline for filling the open City Administrator position and stated that the position is posted through April 22, 2026. He presented a proposed timeline that included application review the week of April 20th, 2026, with interviews scheduled for April 27th, 2026. In-person interviews are planned for the week of May 11th, 2026, including time for Council participation on May 13th, 2026. Committee discussion followed.

Action: The item will be added to the April 27 Council meeting and Councilmember Washington requested that the next F&A meeting include discussion of the process and timeline for filling the Council vacancy.

CITY COUNCIL AGENDA REVIEW

Committee members recommended the following changes to the April 13th, 2026, City Council meeting. The agenda was approved as amended.

Changes included:

- Adding commission appointments.
- Moving PSE to April 27th, 2026.
- Moving AB25-121 to consent.
- Moving Items 16 and 17 to April 27th, 2026.
- Items 18–20 designated as chair comments.
- Striking Item 21 (CD Department staffing).
- Moving Items 22–27 to April 27th, 2026.
- Item 26 is deferred until an agenda bill has been completed.
- Item 29: Draft motion regarding BESS/Jupiter Land Use in Unincorporated UGA.
- Item 30 informational only.
- Committee of the Whole moved to the top of committee reports.
- Item 31 pulled.
- Item 33 (Department Reports for March 2026) informational.

ADJOURNMENT

The meeting was adjourned at 7:59 pm.

Minutes prepared by Rebecca Solem, Temp Executive Assistant.

Recorded meeting audio is available on the city website after the meeting.

Minutes approved at the _____, 2026, Finance & Administration Committee Meeting.