



FINANCE & ADMINISTRATION COMMITTEE & COMMITTEE OF THE WHOLE MEETING MINUTES MARCH 4, 2025

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

CALL TO ORDER - Chair Bryan Holloway called the meeting to order at 6:00 pm.

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

City Staff:

Mike Chambless, City Administrator; Dena Burke, City Attorney; Fletcher Lacroix, IT Director; Deana Dean, City Clerk; Jen Hughes, Deputy Finance Director; Janna Walker, Budget Manager; and Jimmie Betts, IT Support.

AGENDA APPROVAL - The agenda was approved as presented.

PUBLIC COMMENTS – There were no public comments.

MINUTES – The minutes from February 4, 2025, and February 19, 2025, were approved as presented.

APPROVAL OF WARRANTS / CLAIMS – The claims report dated March 10, 2025, was approved to move forward at the March 10, 2025, City Council meeting on the consent agenda.

AGENDA BILLS – There were no agenda bills.

DISCUSSION

3. Correction on Claims Report dated February 24, 2025. This item was introduced by City Administrator Mike Chambless noting columns were missing on some prior claim reports. Additional information provided by Deputy Finance Director Jen Hughes. An agenda bill will be brought forward with corrected claims reports.

CITY COUNCIL MEETING AGENDA REVIEW

4. Review Draft City Council Agenda dated March 10, 2025. The agenda was approved as amended.

ADJOURNMENT

The meeting was adjourned at 6:06 pm.

Minutes taken by Deana Dean, City Clerk.

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

Minutes approved at the _____, 2025, Finance & Administration Committee Meeting.