



FINANCE & ADMINISTRATION COMMITTEE & COMMITTEE OF THE WHOLE MEETING MINUTES MARCH 18, 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 6:03 pm.

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

City Staff:

Mike Chambless, City Administrator (remote); Dena Burke, City Attorney (remote); Fletcher Lacroix, IT Director; Jeff Hamlin, Parks & Public Works Director; Mona Davis, Interim Community Development Director; Deana Dean, City Clerk; Drew Bouta, Finance Director; Jen Hughes, Deputy Finance Director; Janna Walker, Budget Manager; and Jimmie Betts, IT Support.

AGENDA APPROVAL - The agenda was approved as amended, moving Discussion items #7 and #8 to top of agenda.

PUBLIC COMMENTS – There were no public comments.

MINUTES – The minutes dated March 4, 2025, were approved as presented.

APPROVAL OF WARRANTS / CLAIMS – The claims report dated March 24, 2025, was approved to move forward at the March 24, 2025, City Council meeting on the consent agenda.

DISCUSSION ITEMS OUT OF ORDER

7. Comprehensive Fee Study. Budget Manager Janna Walker provided an update noting the RFP was posted earlier in the year, three proposals were received and ranked by an evaluation committee who has selected Matrix Consulting. Additional information was provided by Finance Director Drew Bouta who noted the end product is expected later this year or early 2026.
8. Utility Billing Items. Budget Manager Janna Walker noted there will be a change in the payment processor as required by our utility billing provider. This will occur in early May and the city will communicate with utility billing customers in April. In addition, there was an error in billing when the tax rate changed. This credit to select utility bills will be processed in April. Committee questions followed.

AGENDA BILLS

3. **AB25-045:** Professional Services Agreement with BERK Consulting to Create City of Snoqualmie Strategic Plan. This item was introduced by City Administrator Chambless. This item is approved to move forward at the March 24, 2025, City Council meeting on the non-consent agenda.
4. **AB25-046:** Setting Date and Time for Right of Way Vacation Hearing. This item was introduced by City Attorney Burke. Committee questions and comments followed. This item is approved to move forward at the March 24, 2025, City Council meeting on the consent agenda.
5. **AB25-041:** Correction to Claims Reports. This item was introduced by City Clerk Dean with additional information provided by Finance Director Bouta. This item is approved to move forward at the March 24, 2025, City Council meeting on the consent agenda.

DISCUSSION

6. ERP Status Update. Presentation provided by Finance Director Drew Bouta. Topics included Phase 1 Financials, Phase 2 – Human Capital Management, Phase 3 – Utility Billing, module progress and 2025-2026 work plan for each phase, and total budget.
9. Upcoming Agenda Items. This was for information only. No discussion.

CITY COUNCIL MEETING AGENDA REVIEW

10. Review Draft City Council Retreat Agenda. The agenda was approved as amended.
11. Review Draft City Council Agenda dated March 24, 2025. The agenda was approved as amended.

ADJOURNMENT

The meeting was adjourned at 6:54 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.