



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB23-131
October 23, 2023
Appointment**

AGENDA BILL INFORMATION

TITLE:	AB23-131: City Administrator Appointment	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
PROPOSED ACTION:	Confirm Michael Chambless as City Administrator, approving the employment agreement and authorizing the Mayor to sign.	

REVIEW:	Department Director	Choose an item.	Click or tap to enter a date.
	Finance	n/a	Click or tap to enter a date.
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Choose an item.	Click or tap to enter a date.

DEPARTMENT:	Administration		
STAFF:			
COMMITTEE:	Choose an item.	COMMITTEE DATE: Click or tap to enter a date.	
EXHIBITS:	1. Employment Agreement 2. City Administrator Position Description		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

Mike Chambless was hired as the Parks & Public Works Director in 2022 and has been the Interim City Administrator since May 2023. In this role, Mike has shown his leadership skills by working with human resources on recruiting, personnel matters, and labor relations; financial management including budget and oversight; IT improvements and ERP implementation; and project management on the community center and model train projects.

As city administrator, Mike will oversee all aspects of city operations and work closely with elected officials, city departments and city residents. Before joining the City of Snoqualmie, Mike’s 19 years of municipal leadership experience in various roles including Director Resource Management Services, code enforcement, and law enforcement makes him a good fit for this position.

BACKGROUND

The City performed an open and competitive nationwide hiring process for City Administrator. After multiple evaluation processes and comprehensive background investigations, no candidate was selected to move

forward. Negotiations began with Mr. Chambless to continue in this role and an employment agreement has been agreed upon.

PROPOSED ACTION

MOVE to confirm Michael Chambless as City Administrator, approving the employment agreement and authorizing the Mayor to sign.