



FINANCE & ADMINISTRATION COMMITTEE & COMMITTEE OF THE WHOLE MEETING MINUTES NOVEMBER 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.

Mayor Katherine Ross was also present.

City Staff:

Mike Chambless, City Administrator; Dena Burke, City Attorney; Deana Dean, City Clerk; Fletcher Lacroix, IT Director; Mona Davis, Community and Economic Development Director; Drew Bouta, Finance Director; Janna Walker, Budget Manager; Robert Thrall, Legal Assistant; Nicole Wiebe, Community Liaison; Jen Hughes, Deputy Finance Director; Jeff Hamlin, Parks & Public Works Director; Phil Bennett, Deputy Parks & Public Works Director; Andrew Vining, Project Engineer; Gary Horejsi, Interim Police Chief; Mike Bailey, Fire Chief; Kim Johnson, HR Manager; and Jimmie Betts, IT Support.

AGENDA APPROVAL - The agenda was approved as presented.

PUBLIC COMMENTS – There were no public comments.

MINUTES – The minutes dated October 21, 2025, were approved as presented.

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

AGENDA BILLS

3. AB25-100: Resolution Adopting the 2025 Strategic Plan. This item was introduced by City Administrator Mike Chambless. Discussion led by Brian Murphy from BERK Consulting. Committee questions followed. Additional information provided by Community Liaison Wiebe. This item is approved to move forward at the November 10, 2025, City Council meeting on the non-consent agenda.
4. AB25-092: Ordinance Adopting Snoqualmie School District Impact Fees for 2026. This item was introduced by Community & Economic Development Director Mona Davis. Additional information provided by Ryan Stokes from Snoqualmie Valley School District. This item is approved to move forward at the November 10, 2025, City Council meeting for first reading of the ordinance.
5. AB25-107: 2025-2026 Mid-Biennium Amendment. This item was introduced by Budget Manager Janna Walker. Discussion followed. Additional information provided by Finance Director Bouta, City Attorney Burke, Deputy Parks & Public Works Director Bennett, and Interim Police Chief Horejsi.
6. AB25-098: Resolution related to Personnel Policies. This item was introduced by HR Manager Kim Johnson. This item is approved to move forward at the November 10, 2025, City Council meeting on the non-consent agenda.

7. AB25-096: Resolution Adopting 2026 Salary Schedule for Non-Represented Management & Professional (M&P) Employees. This item was introduced by Finance Director Bouta. This item is approved to move forward at the November 10, 2025, City Council meeting on the non-consent agenda.
8. AB25-089: Resolution Amending the Financial Management Policy. This item was introduced by City Attorney Burke. Additional information provided by Finance Director Bouta. Committee questions and comments followed. This item is approved to move forward at the November 10, 2025, City Council meeting on the non-consent agenda.
9. AB25-104: Ordinance Certifying an Increase in Property Taxes. This item was introduced by Budget Manager Walker. This item is approved to move forward at the November 10, 2025, City Council meeting for Public Hearing and first reading of the ordinance.
10. AB25-105: Property Tax Levy Ordinance. This item was introduced by Budget Manager Walker. This item is approved to move forward at the November 10, 2025, City Council meeting for Public Hearing and first reading of the ordinance.

DISCUSSION

It was moved by CM Holloway, seconded by CM Johnson to amend the agenda removing Council Murals and 2026 Legislative Priorities Discussions which passed unanimously.

11. Council Chambers Murals. Removed from the agenda.
12. 2026 Legislative Priorities. Removed from the agenda.
13. Future Meeting Agenda Items (Informational Only):
 - 2026 LTAC Funding
 - Comprehensive Fee Study Presentation and Resolution Adopting Fee Schedule
 - Appointment of Municipal Court Judge
 - Amendment of SMC to align with Financial Policy
 - Authorization for continued legal services with K&L Gates
 - Agreement for Attorney Legal Services with Madrona Law PLLC
 - Approve 2026 Council Meeting Calendar

CITY COUNCIL AGENDA REVIEW

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

ADJOURNMENT

The meeting was adjourned at 7:34 pm.

Minutes prepared by Deana Dean, City Clerk.

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

Minutes approved at the November 18, 2025, Finance & Administration Committee Meeting.