



FINANCE & ADMINISTRATION COMMITTEE & COMMITTEE OF THE WHOLE MEETING MINUTES MAY 6, 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 5:31 pm.

Committee Members: Councilmembers Bryan Holloway and Cara Christensen (remote) were present. CM Jo Johnson arrived at 5:36 pm.

Mayor Katherine Ross was also present.

City Staff:

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

AGENDA APPROVAL - The agenda was approved as presented.

PUBLIC COMMENTS – There were no public comments.

MINUTES – The minutes dated April 22, 2025, were approved as presented.

APPROVAL OF WARRANTS / CLAIMS – The claims report dated May 12, 2025, was reviewed. Committee question followed with Finance Director Drew Bouta to research and follow up. This item is approved to move forward at the May 12, 2025, City Council meeting on the consent agenda.

AGENDA BILLS

3. **AB25-057:** Microsoft Office 365 Renewal. This item was introduced by IT Director Fletcher Lacroix. Committee comments and questions followed. This item is approved to move forward at the May 12, 2025, City Council meeting on the consent agenda.

DISCUSSION

4. Upcoming Agenda Items. This was for information only. No discussion.

CITY COUNCIL MEETING AGENDA REVIEW

5. Review Draft City Council Agenda dated May 12, 2025. The agenda was approved as amended.

ADJOURNMENT

The meeting was adjourned at 5:52 pm.

Minutes prepared by Deana Dean, City Clerk.

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

Minutes approved at the May 20, 2025, Finance & Administration Committee Meeting.