



# FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES APRIL 07, 2026

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

## CALL TO ORDER.

Chair Jolyon Johnson called the meeting to order at 6:01 pm.

**Committee Members:** Councilmembers Jolyon Johnson, Bryan Holloway and Louis Washington were present.

Committee Member Louis Washington arrived at 6:02 pm.

**Executive:** Mayor James Mayhew was present.

**City Staff:** Finance Director Drew Bouta; Interim City Clerk Robert Thrall; IT Support Specialist Andrew Jongekryg, Community Liaison Nicole Wiebe, Budget Manager Janna Walker, Temporary Executive Assistant Rebecca Solem.

## AGENDA APPROVAL.

**Motion:** Councilmember Johnson moved to amend the agenda to Move up Item 9, and to add City Administrator Position update as item 10. There were no objections.

Motion Passed: 3-0.

## PUBLIC COMMENTS.

The following people made a public comment:

- Melody Correia
- Catherine Cotton

## MINUTES:

1. The minutes dated March 3, 2026, were approved as presented.

## APPROVAL OF WARRANTS / CLAIMS.

2. Consideration of Claims Reported dated April 13<sup>th</sup>, 2026.

**Motion:** Councilmember Johnson made a motion to move the claims report dated April 13<sup>th</sup>, 2026, to the consent agenda of the City Council meeting on April 13<sup>th</sup>, 2026, for Council approval. Seconded by Councilmember Washington.

Motion passed: 3-0

## AGENDA BILLS.

### 3. AB25-0121: Lodging Taxes 2026 Allocation.

The committee reviewed lodging tax recommendations. Allocations were awarded to:

- Northwest Railway Museum – SnoValley Wine Train
- SnoValley Chamber – World Cup marketing
- Historic Downtown Snoqualmie Merchants Association – Snoqualmie Days

**Action:** The item was unanimously approved to move forward on the consent agenda.

#### **4. Jupiter | Bess Discussion.**

**Motion:** Councilmember Washington made a motion to advance the item. Seconded by Councilmember Johnson.

Motion passed: 3-0.

#### **5. AB26-007: Ordinance Amending the Definitions of Sale at Retail and Sale at Wholesale in the City's B&O Tax Code.**

Finance Director Bouta presented the ordinance, explaining that state-level changes to retail sales tax require updates to the City's B&O tax code. The ordinance does not modify sales tax directly but aligns B&O classifications with state definitions. Committee discussion followed.

**Action:** The ordinance was unanimously approved to move forward for to the Council for its first reading.

#### **6. Presentation on General Fund Sources.**

Budget Manager Janna Walker presented an overview of proposed funding sources, noting \$37.3M over five years and \$3.5M in annual City revenues and stated that ongoing programs require \$1.8M in stable funding. She briefed that utility tax revenue and recurring construction sales tax were identified as sources, with 15% of governmental capital revenue proposed to shift to the general fund, in an estimated amount of \$300,000.00 per year. Committee discussion followed.

**Motion:** Chair Johnson made a motion to move the item forward to the Council meeting on April 13<sup>th</sup>, 2026. Seconded by Councilmember Washington.

Motion passed: 3-0.

#### **7. AB26-015: Resolution Amending the Financial Management Policy.**

Finance Director Drew Bouta briefed on a proposed resolution to amend the Financial Management Policy. Committee discussion followed.

**Motion:** Chair Jolyon made a motion to move the item to the April 13<sup>th</sup>, 2026, Council meeting. Seconded by Councilmember Washington.

Motion passed: 3-0.

#### **8. AB26-016: Ordinance Repealing Ordinance 1296 Section 8 and Resolution 1255 Section 2(B)(3)**

Finance Director Drew Bouta briefed on AB26-016, an ordinance repealing Ordinance 1296, Section 8 and Resolution 1255, Section 2(B)(3). The Mayor recommended including a presentation during the ordinance portion of the next Council meeting.

**Motion:** Councilmember Johnson made a motion to move the ordinance forward to the April 13<sup>th</sup>, 2026, City Council meeting. Seconded by Councilmember Washington.

Motion passed: 3-0.

#### **9. AB26-017: 2025-2026 Budget Amendment**

Finance Director Drew Bouta briefed on a proposed 2025-2026 budget amendment. Committee discussion followed.

## **10. City Administrator Position Timeline.**

Mayor Mayhew briefed on the timeline for filling the open City Administrator position and stated that the position is posted through April 22, 2026. He presented a proposed timeline that included application review the week of April 20<sup>th</sup>, 2026, with interviews scheduled for April 27<sup>th</sup>, 2026. In-person interviews are planned for the week of May 11<sup>th</sup>, 2026, including time for Council participation on May 13<sup>th</sup>, 2026. Committee discussion followed.

**Action:** The item will be added to the April 27 Council meeting and Councilmember Washington requested that the next F&A meeting include discussion of the process and timeline for filling the Council vacancy.

## **CITY COUNCIL AGENDA REVIEW**

Committee members recommended the following changes to the April 13<sup>th</sup>, 2026, City Council meeting. The agenda was approved as amended.

Changes included:

- Adding commission appointments.
- Moving PSE to April 27<sup>th</sup>, 2026.
- Moving AB25-121 to consent.
- Moving Items 16 and 17 to April 27<sup>th</sup>, 2026.
- Items 18–20 designated as chair comments.
- Striking Item 21 (CD Department staffing).
- Moving Items 22–27 to April 27<sup>th</sup>, 2026.
- Item 26 is deferred until an agenda bill has been completed.
- Item 29: Draft motion regarding BESS/Jupiter Land Use in Unincorporated UGA.
- Item 30 informational only.
- Committee of the Whole moved to the top of committee reports.
- Item 31 pulled.
- Item 33 (Department Reports for March 2026) informational.

## **ADJOURNMENT**

The meeting was adjourned at 7:59 pm.

*Minutes prepared by Rebecca Solem, Temp Executive Assistant.*

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

*Minutes approved at the May 5th, 2026, Finance & Administration Committee Meeting.*