FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

Tuesday, May 05, 2026, at 6:00 PM

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

CALL TO ORDER & ROLL CALL.

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

Committee Members: Councilmembers Jolyon Johnson, Bryan Holloway and Louis Washington were present.
Executive: Mayor James Mayhew.
City Staff: City Attorney Dena Burke, IT Director Fletcher Lacroix, City Clerk Kimberly Agfalvi, Finance Director Drew Bouta, Public Works Director Jeff Hamlin, and IT Support Jimmie Betts.

AGENDA APPROVAL.
Chair Johnson asked that a discussion item be added as item 9; Discussion of Potential Questions to candidates for the vacant City Council Position 6.

Councilmember Washington asked that an executive session be added as item 6 to discuss candidate qualifications for the vacant City Council Position 6.

Mayor Mayhew asked that the Flood Event Update be moved to item 5.

Action: The agenda was approved as amended.

PUBLIC COMMENTS.
No public comments were made.

MINUTES.
1. Minutes dated April 7, 2026
2. Minutes dated April 21, 2026
Action: The minutes were unanimously approved as presented.

APPROVAL OF WARRANTS / CLAIMS.
3. Claims Report dated May 11, 2026
Action: Move the claims report dated May 11, 2026, to the consent agenda at the May 11, 2026, City Council meeting**.**

AGENDA BILLS.
4. **AB26-013:** Microsoft 365 Software Renewal.
IT Director Fletcher Lacroix briefed on the pricing for the Microsoft 365 renewal. Committee discussion followed.
Action: Move AB26-013 - Microsoft 365 Software Renewal to the consent agenda at the May 11, 2026, City Council meeting.

5. Flood Event Update.
Finance Director Drew Bouta briefed on the December flooding event. Committee discussion followed.
Action: Include presentation on flood event update in agenda materials with no staff briefing needed on agenda.

6. EXECUTIVE SESSION.
City Attorney Dena Burke stated that the council would be entering into an executive session under RCW 42.30.110(h) to evaluate the qualifications of a candidate for appointment to elective office. In attendance were Chair Jolyon Johnson, Councilmember Bryan Holloway, Councilmember Louis Washington, Mayor James Mayhew, and City Attorney Dena Burke.

Executive session began at 6:20pm.
Executive session ended at 6:35pm.

DISCUSSION.
7. Council Retreat Discussion.
Chair Johnson briefed on the City Council retreat scheduled for May 14th, 2026, and May 16th, 2026, and laid out the following tentative schedule:

Thursday May 14th, 2026 - Tentative Schedule:
- General introductions from Mayor Mayhew and Finance Director Drew Bouta – approximately 60 minutes.
- Department Presentations – approximately 30 minutes per department – approximately 3-4 departments.

Saturday, May 16th, 2026 - Tentative Schedule:
- Remainder of Department Presentations – approximately 30 minutes per department – approximately 3-4 departments.
- General Council discussion.

Committee discussion followed.

8. Discussion of Potential BESS Land Use in Unincorporated Urban Growth Area.
Chair Johnson led a discussion on the Potential BESS Land Use in Unincorporated Urban Growth Area. Committee discussion followed.

9. Discussion of Potential Questions to candidates for the vacant City Council Position 6.
Chair Johnson briefed on potential questions for candidates for vacant City Council meeting Position 6. Committee discussion followed.
- Why do you want to serve on the City Council?
- What experiences, talents or skills do you bring to the City Council and community that you would like to highlight?
- Are there any regional issues or forums in which you have a particular interest or expertise (ex. transportation, water supply, human services, water quality, fiscal management, solid waste, parks & open space, etc.).
- Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broad?

ITEMS FOR FUTURE DISCUSSION.
None.

CITY COUNCIL AGENDA REVIEW.

10. Review Draft City Council Agenda dated May 11, 2026.

Chair Johnson and Councilmembers Holloway and Washington made edits to the proposed agenda for the City Council meeting on May 11th, 2026, as follows:

- Add a roundtable for 6pm start - City Council executive session.

Appointments.

- City Council Position #6 – may be appointment or swearing in depending on outcome of May 6th, 2026, meeting.

Presentations.

- Move PSRC Presentation on Housing to May 26th, 2026, meeting.
- Move PSE briefing on Battery Energy Storage Systems to Finance and Administration Committee briefing.
- Add Hospital HUB presentation to Council meeting on May 26th, 2026.

Proclamations.

- Add Proclamations for National Police Week, National Emergency Services Week, and Affordable Housing Week to the agenda for May 11, 2026.

Consent Agenda.

- Add AB26-013 – Microsoft office renewal to consent agenda.
- Add AB26-012 - BP Lift Station Project to consent agenda.

Ordinances.

- Add CD Economic Development & Human Services Coordinator to ordinances.

Committee Reports.

- Public Safety Committee:
  - Remove Fireworks Stands from agenda.
  - Remove Issaquah Jail Rate Increase from agenda.
  - Remove Ordinance on Animal Cruelty Code from agenda.

- Community Development Committee:
  - No agenda items for CD Committee – item was moved to Ordinances.

- Parks and Public Works Committee:
  - Move Tree Replacement program to May 26th, 2026, as presentation.
  - Move Grant Application Summary – Meadowbrook Bridge to May 26th, 2026, as presentation.
  - Move Snow Website Presentation to May 26th, 2026, as presentation.
  - Move NPDES Stormwater Permit – Annual Update to May 26th, 2026, as presentation.
  - Move Urban Forestry Improvement Programs Update to May 26th, 2026, as presentation.

- Finance & Administration Committee:
  - Add item for acknowledgement of Puget Sound Energy letter and have copies printed for the audience.
  - Add Council Rules of Procedure Regarding Video Streaming of Public Comments Not on the Agenda from the agenda to Finance and Committee Agenda.

Committee of the Whole.

- Remove Council Rules of Procedure Regarding Video Streaming of Public Comments Not on the Agenda from the Committee of the Whole.

Reports.

- Mayor's Report – remove from agenda.
- Commission/Committee Liaison Reports.

Executive Session.

- Executive Session pursuant to RCW 42.30.110(h) to evaluate the qualifications of a candidate for appointment to elective office.

Discussion.

- Add discussion of open City Council Position #6 as agenda item after Executive Session.

ADJOURNMENT.

The meeting was adjourned at 8:02pm.

CITY OF SNOQUALMIE

Kimberly Agfalvi

Kimberly Agfalvi, City Clerk