



## **FINANCE & ADMINISTRATION COMMITTEE & COMMITTEE OF THE WHOLE MEETING MINUTES SEPTEMBER 16, 2025**

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*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 (remote), and Jo Johnson were present.

**City Staff:**

Mike Chambless, City Administrator; Dena Burke, City Attorney; Deana Dean, City Clerk; Fletcher Lacroix, IT Director; Drew Bouta, Finance Director; Jen Hughes, Deputy Finance Director; Kim Johnson, HR Manager; Mona Davis, Community and Economic Development Director; Anne Bacher, Accountant; and Jimmie Betts, IT Support.

**AGENDA APPROVAL** - The agenda was approved as presented.

**PUBLIC COMMENTS** – There were no public comments.

**MINUTES** – The minutes dated September 3, 2025, were approved as presented.

**APPROVAL OF WARRANTS / CLAIMS** – The claims report dated September 22, 2025, was approved to move forward at the September 22, 2025, City Council meeting on the consent agenda.

**AGENDA BILLS**

3. **AB25-084:** City Personnel Policy Handbook. Introduction by HR Manager Kim Johnson. Discussion followed. This item is approved to move forward at the September 22, 2025, City Council meeting on the consent agenda.

**DISCUSSION**

4. Finance Department Update. Presentation provided by Finance Director Drew Bouta and included ERP status updates. Deputy Finance Director Jen Hughes provided updates on staffing as well as accounting & financial operations. Budget updates provided by Director Bouta.
5. Future Meeting Agenda Items. These items were informational only and will be heard at upcoming committee meetings.

**CITY COUNCIL MEETING AGENDA REVIEW**

6. Review Draft City Council Agenda dated September 22, 2025. The agenda was approved as amended.

**ADJOURNMENT**

The meeting was adjourned at 6:42 pm.

*Minutes prepared by Deana Dean, City Clerk.*  
*Recorded meeting audio is available on the city website after the meeting.*  
*Minutes approved at the October 7, 2025, Finance & Administration Committee Meeting.*