



FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES NOVEMBER 8, 2022

This meeting was conducted in person and remotely using teleconferencing technology provided by Zoom

CALL TO ORDER

Committee Chair Mayhew called the meeting to order 6:31 pm.

Committee Members: Chair James Mayhew and Councilmember Holloway. Also, present were Mayor Ross and Councilmember Benson.

CM Christensen's absence was excused with no objection.

City Staff:

Mike Sauerwein, City Administrator
Bob Sterbank, City Attorney
Jen Ferguson, Finance & HR Director (remote)
Drew Bouta, Budget Manager
Deana Dean, City Clerk
Mark Gerken, IT Technician
Carson Hornsby, Management Analyst (remote)
Jeff Hamlin, Deputy Parks & Public Works Director (remote)
Mark Correia, Fire Chief (remote)
Mike Bailey, Deputy Fire Chief (remote)
Emily Arteche, Community Development Director (remote)

AGENDA APPROVAL: The committee approved the agenda as presented.

PUBLIC COMMENTS - There was no public comment.

MINUTES

1. Committee approved the minutes from the Oct. 18, 2022, Finance and Administration meeting as presented.

APPROVAL OF WARRANTS / CLAIMS

2. Claims Approval Report dated Nov. 14, 2022, was approved for the Nov. 14, 2022, City Council consent agenda.

AGENDA BILLS

It was agreed to change the order in which items were considered. Items 4, 5, 6, 7, and 8 on the agenda were taken as the next items. The minutes reflect the order of the meeting.

4. **AB22-152:** Ordinance 1268 increasing the regular property tax revenue for the fiscal year commencing January 1, 2023, on all property both real and personal in the City of Snoqualmie which is subject to taxation for the purpose of paying sufficient revenue to carry on the departments of the City for the ensuing year; and providing for severability and an effective date. Budget Manager Drew Bouta and City Attorney Bob Sterbank reviewed the process and deadlines with the committee. This item may move to the Nov. 14 council agenda for first reading.

5. **AB22-153:** Ordinance 1270 levying regular property taxes for the fiscal year commencing January 1, 2023, on all property both real and personal in the City of Snoqualmie which is subject to taxation for the purpose of paying sufficient revenue to carry on the departments of the City for the ensuing year; and providing for severability and an effective date. Budget Manager Drew Bouta and City Attorney Bob Sterbank reviewed the process and deadlines with the committee. This item may move to the Nov. 14 council agenda for first reading.
6. **AB22-150:** 2023 Salary Schedule for Non-Represented Management & Professional Employees. Finance & HR Director Jen Ferguson provided a brief review and discussion followed. This item may move to the Nov. 14 council agenda.
7. **AB22-156:** Benefit Updates for Non-Represented M&P Employee Group. Finance & HR Director Jen Ferguson provided a brief review and answered committee questions. This item may move to the Nov. 14 regular council agenda.
8. **AB22-158:** Retention Bonuses for Eligible Employees. Finance & HR Director Jen Ferguson introduced the proposal authorizing retention bonus payments to eligible employees employed March 1, 2020, through November 30, 2022. Discussion followed. Committee questions were answered by Ms. Ferguson, City Administrator Mike Sauerwein, Mayor Katherine Ross, and City Attorney Bob Sterbank.

At 7:15 pm, committee entered into closed session pursuant to RCW 42.30.140(4)(b) for the planning or adoption of a strategy or position to be taken during the course of any collective bargaining proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress for approximately 20 minutes.

At 7:52 pm, open session resumed.

3. **AB22-076:** 2023-2024 Biennial Budget. Committee Chair Mayhew will provide a list of questions to Mr. Bouta on Nov. 9 for discussion at the Nov. 14 council meeting.

DISCUSSION

9. **File Local (Business Licensing & B&O Tax Portal):** Finance & HR Director Jen Ferguson indicated this item can be addressed at the next committee meeting.
10. **Finance & Administration Work Plan Update:** Informational item only.

CITY COUNCIL MEETING AGENDA REVIEW

11. **Nov. 14, 2022, City Council Meeting Agenda:** Approved as amended.
12. **Nov. 15, 2022, Special City Council Meeting:** Approved as amended.

ADJOURNMENT

Committee Chair Mayhew adjourned the meeting at 8:18 pm.

Minutes taken by Deana Dean, City Clerk

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

Minutes approved at the November 22, 2022 Finance and Administration Committee Meeting.