

**CITY OF SNOQUALMIE**  
**Finance and Administration Council Committee and Council Committee of the Whole**  
**Tuesday, August 21, 2018 5:30 PM**

City Hall –Council Chambers - 38624 SE River Street -Snoqualmie, WA 98065

**CALL TO ORDER** - *Committee Chair*

Mayor Larson

Committee Members:

Bryan Holloway, Chair

James Mayhew, Member

Katherine Ross, Member

bholloway@ci.snoqualmie.wa.us

jmayhew@ci.snoqualmie.wa.us

kross@ci.snoqualmie.wa.us

Staff Attendees:

Bob Larson, City Administrator (excused)	blarson@ci.snoqualmie.wa.us
Bob Sterbank, City Attorney (excused)	bsterbank@ci.snoqualmie.wa.us
Jodi Warren, City Clerk	jwarren@ci.snoqualmie.wa.us
Tiah Branson, Executive Assistant/Deputy City Clerk	tbranson@ci.snoqualmie.wa.us
Robert Hamud, Finance Director	Rhamud@ci.snoqualmie.wa.us
Debra Vigil, Administrative Services Director	dvigil@ci.snoqualmie.wa.us

**NEW BUSINESS**

Finance and Administration Committee –

Meeting minutes from July 17, 2018 and August 7, 2018

**Agenda Bills.** *After F&A review, the agenda bill is then placed on the Council Meeting Agenda. The following bills, if approved, are expected to be on the next Council Meeting Agenda.*

AB18-109	Memorandum of Understanding between City of Snoqualmie and International Association of Firefighters Local 2878 (deferred compensation)
AB18-108	Increase the Human Resource Analyst position from .75 Time Employee to Full Time

**Discussion Item:**

**2019-2020 Budget Calendar**

**Leadership Eastside – City Sponsorship of Councilmembers**

**Review of Draft Council Agenda for Monday, August 27, 2018**

**Pending Items (*these items have been discussed previously and are pending*):**

- 1 Council Roundtable Meetings
- 2 Public Records Act Ordinance – Status update (Attorney Sterbank  
Ordinance limiting/managing the staff time spent on public records requests, and potentially charging requestors for cost of complying with the requests
- 3 Process of information dissemination to the council and the role of staff in that process
- 4 Purchasing policy
- 5 Ordinance update regarding approval of warrants (SMC 3.32.040)
- 6 State Auditor’s Office Report on the 2016 Financial Statements  
What differences audited vs. unaudited?  
Reporting on 2017 Actual vs. Budget
- 7 Updating Code of Ethics – Consultant?  
Comprehensive Review of Ethics Policies and Practices  
Annual Certifications  
Periodic Training  
Ongoing Ethics Communications
- 8 Review of whistleblower polices, procurement policies and practices
- 9 Council procedures  
Agendas often if not usually change after publication; supporting materials often arrive only hours before meetings and can be dozens of pages long. One day is not enough notice for committees where supporting documents are dozens of pages long  
Role of each Committee and Commission – why things not in the purview of commissions are going to them, why things are going to committees other than those with jurisdiction

**ADJOURNMENT**