



# City of Snoqualmie

## 2023-2024 Council Priority Tracker

Project	Encourage Economic Vibrancy	Bolster Neighborhood Livability	Invest in Transportation and Infrastructure	Enhance Quality of Life	Assure a Safe Community	Insure Fiscal Transparency and Operational Stability	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks
Snoqualmie Mill Site Development	✓	✓	✓	✓			Community Development	N/A	Ongoing	Awaiting permit review process	<a href="mailto:emily.arteche@cityofsnoqualmie.gov">Emily Arteche</a>	The applicant is currently waiting for improved economic conditions before pursuing additional permits. An approval of resolution for MFTE is required.	<a href="https://www.snoqualmie.gov/888/Snoqualmie-Mill-PCI-Plan">https://www.snoqualmie.gov/888/Snoqualmie-Mill-PCI-Plan</a>
Northwest Railway Museum	✓	✓		✓			Community Development	Sep-21	Ongoing	Continue with permit review process	<a href="mailto:emily.arteche@cityofsnoqualmie.gov">Emily Arteche</a>	The applicant is currently addressing City review comments.	<a href="https://www.trainmuseum.org/">https://www.trainmuseum.org/</a>
Model Train Museum	✓	✓		✓			Parks & Public Works, Community Development	Dec-22	Ongoing	Development and Lease Agreements Renderings and Design considerations	<a href="mailto:emily.arteche@cityofsnoqualmie.gov">Emily Arteche</a>	This project is under the guidance of both CD, PW and City Administration.	<a href="https://www.pacificwestrail.org/">https://www.pacificwestrail.org/</a>
Shop Snoqualmie, Ship Snoqualmie, Support Snoqualmie Marketing Campaign	✓			✓			Communications	Jul-23	Ongoing	Promote content on city media outlets	<a href="mailto:danna.mccall@cityofsnoqualmie.gov">Danna McCall</a>	Communications staff is working on a campaign to promote local businesses.	<a href="https://www.snoqualmie.gov/150/Communications">https://www.snoqualmie.gov/150/Communications</a>
Evaluate Fee for Transport Program	✓			✓	✓		Fire & Emergency Management	Sep-23	Dec-23	Evaluate cost structure	<a href="mailto:mike.bailey@cityofsnoqualmie.gov">Mike Bailey</a>	Cost structure of program to be analyzed to determine if there is a need to increase transport fees.	
Community Rating System (CRS) and Flood Mitigation		✓		✓	✓		Community Development	Sep-23	Ongoing	Review Repetitive Loss Properties	<a href="mailto:emily.arteche@cityofsnoqualmie.gov">Emily Arteche</a>	Seeking opportunities to address flood including the raising of homes above flood elevation and changing the city classification (both currently under consideration).	<a href="https://www.fema.gov/floodplain-management/community-rating-system">https://www.fema.gov/floodplain-management/community-rating-system</a>
Urban Growth Area (UGA) Boundaries		✓		✓			Community Development	Jul-23	Dec-25	Proposed Reconciliation Steps, complete current housing efforts	<a href="mailto:emily.arteche@cityofsnoqualmie.gov">Emily Arteche</a>	Staff is working with King County on next steps: complete Comprehensive Plan, Submit a Comprehensive Plan for what is feasible, Ask County/State for Tools or Enablers to Help City, Request Reconciliation.	
Snoqualmie Municipal Code (SMC) Retail Code Amendment	✓	✓				✓	Community Development	Apr-23	Dec-24	Initiate MUFPA Amendments	<a href="mailto:jonathan.kesler@cityofsnoqualmie.gov">Jonathan Kesler</a>	Discussion occurred at CD Council Meeting on 4/3/23, next steps to come.	<a href="https://www.codepublishing.com/WA/Snoqualmie/">https://www.codepublishing.com/WA/Snoqualmie/</a>
Pavement Management Program		✓	✓	✓			Parks & Public Works	Jun-23	Oct-23	Construction Phase	<a href="mailto:hind.ahmed@cityofsnoqualmie.gov">Hind Ahmed</a>	Snoqualmie Parkway Pavement Rehabilitation project has begun with grind and overlay activities expected in August. Mill Pond Road and Stone Quarry Road grind and overlay expected to begin in mid-July.	<a href="https://www.snoqualmie.gov/733/Snoqualmie-Parkway-Rehab">https://www.snoqualmie.gov/733/Snoqualmie-Parkway-Rehab</a>
Riverwalk	✓	✓	✓	✓			Community Development	May-23	Dec-25	Design Phase	<a href="mailto:dylan.gamble@cityofsnoqualmie.gov">Dylan Gamble</a>	Pre-design scheduled for Summer 2023; Final design anticipated for Spring 2024.	<a href="https://www.snoqualmie.gov/891/Riverwalk">https://www.snoqualmie.gov/891/Riverwalk</a>
Sandy Cove Park Revetment		✓		✓			Parks & Public Works	Jul-23	Dec-24	Phase 1 Design	<a href="mailto:dylan.gamble@cityofsnoqualmie.gov">Dylan Gamble</a>	Design of Riverwalk Phase 1 initiated in June 2023 and will continue into Summer 2024. Construction of Phase 1 work anticipated starting Spring 2025.	<a href="https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a>
Sidewalk Repair Program		✓	✓	✓	✓		Parks & Public Works	N/A	Ongoing	Prepare 2024 bid documents	<a href="mailto:pat.fry@cityofsnoqualmie.gov">Pat Fry</a>	Put the sidewalk repair contract out to bid to remedy sidewalk surface displacements.	<a href="https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a>
Community Center Expansion	✓	✓	✓	✓			Parks & Public Works	Jun-23	Oct-25	Planning and Programming phase	<a href="mailto:jeff.hamlin@cityofsnoqualmie.gov">Jeff Hamlin</a>	Planning, programming, and schematic design phase to develop Guaranteed Max Price (GMP) by December 2023. Construction expected to begin in Spring 2024.	<a href="https://www.snoqualmie.gov/639/Community-Center-Expansion">https://www.snoqualmie.gov/639/Community-Center-Expansion</a>
Snoqualmie Parkway Pavement Overlay			✓	✓			Parks & Public Works	Jun-23	Oct-23	Construction Phase	<a href="mailto:hind.ahmed@cityofsnoqualmie.gov">Hind Ahmed</a>	Grind and overlay activities in August 2023.	<a href="https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a>
City Hall Stairway Repair Project			✓		✓		Parks & Public Works	May-23	Aug-23	Construction Phase	<a href="mailto:pat.fry@cityofsnoqualmie.gov">Pat Fry</a>	City Hall Stairway Rehabilitation project is currently underway.	<a href="https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a>
Fire Station Improvements			✓				Parks & Public Works	Jul-23	Sep-23	Construction Phase	<a href="mailto:pat.fry@cityofsnoqualmie.gov">Pat Fry</a>	Boiler Replacement Project	
Capital Improvement Plan (CIP)	✓	✓	✓	✓	✓	✓	Parks & Public Works	Aug-23	Dec-23	CIP Updates with Finance	<a href="mailto:dylan.gamble@cityofsnoqualmie.gov">Dylan Gamble</a>	Coordinate with Finance Dept to update CIP and incorporate results of pending rate study.	<a href="https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a>
National Pollutant Discharge Elimination System (NPDES) Wastewater Discharge Permit Renewal			✓		✓	✓	Parks & Public Works	N/A	Aug-22	N/A	<a href="mailto:andrew.vining@cityofsnoqualmie.gov">Andrew Vining</a>	Completed	
Water Reclamation Facility Phase 3			✓		✓	✓	Parks & Public Works	Jun-23	Jun-25	Construction Phase	<a href="mailto:andrew.vining@cityofsnoqualmie.gov">Andrew Vining</a>	Construction began July 2023.	<a href="https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a>
Road Pavement Marking Program			✓				Parks & Public Works	Mar-23	Oct-23	Construction Phase	<a href="mailto:hind.ahmed@cityofsnoqualmie.gov">Hind Ahmed</a>	King County crews to begin work in July, 2023.	
Snoqualmie Tribe Fee for Service Agreement			✓			✓	Administration	Apr-23	Ongoing	Continue discussions with the Snoqualmie Tribe	<a href="mailto:mike.ross@cityofsnoqualmie.gov">Mayor Ross</a>	City representatives have met with the Snoqualmie Tribe to discuss a possible agreement. Discussions are ongoing.	
Wayfinding/Sign Program	✓	✓	✓	✓			Parks & Public Works, Community Development	Aug-23	Ongoing	Replace and add new signs as needed	<a href="mailto:nicole.wiebe@cityofsnoqualmie.gov">Nicole Wiebe</a>	Staff have taken inventory of signs within city limits and are in the process of identifying signs in need of replacement as well as new wayfinding opportunities and sign locations.	
Aquifer Storage and Recovery			✓				Parks & Public Works	Ongoing	Ongoing	Conduct Feasibility Study and Pilot Test program	<a href="mailto:jeff.hamlin@cityofsnoqualmie.gov">Jeff Hamlin</a>	Feasibility study funded by a grant from Dept of Ecology's Stream Restoration Program.	<a href="https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a>
Middle Housing	✓	✓	✓	✓			Community Development	Sep-22	Jun-23	N/A	<a href="mailto:emily.arteche@cityofsnoqualmie.gov">Emily Arteche</a>	The city will continue to be informed from the work products associated with this project. Other opportunities to address work-force housing and low-income housing are forthcoming.	<a href="https://www.snoqualmie.gov/1017/Middle-Housing">https://www.snoqualmie.gov/1017/Middle-Housing</a>
Alternative Fire Department Service Delivery Models				✓		✓	Fire & Emergency Management	TBD	TBD	N/A	<a href="mailto:mike.bailey@cityofsnoqualmie.gov">Mike Bailey</a>	Direction needed from City Council regarding next steps.	
Human Services Program		✓		✓	✓		Administration	Jan-23	Dec-24	Distribute remaining funds for the 2023-2024 biennium	<a href="mailto:carson.hornsby@cityofsnoqualmie.gov">Carson Hornsby</a>	Human Services Advisory Committee to review accountability forms and distribute remaining funds to human services organizations.	<a href="https://www.snoqualmie.gov/583/Human-Services">https://www.snoqualmie.gov/583/Human-Services</a>
Inclusive Park/Playground Improvements		✓	✓	✓			Parks & Public Works	Jun-23	Dec-23	Construction Phase	<a href="mailto:dylan.gamble@cityofsnoqualmie.gov">Dylan Gamble</a>	Construction expected to begin in Sept 2023.	
Urban Forestry - Street Tree Replacements (Autumn + Storm)		✓	✓	✓			Parks & Public Works	Jun-23	Dec-23	Construction Phase	<a href="mailto:phil.bennett@cityofsnoqualmie.gov">Phil Bennett</a>	Construction begins August, 2023; expect completion by Oct. 2023	<a href="https://www.snoqualmie.gov/247/Stormwater-Urban-Forestry-Division">https://www.snoqualmie.gov/247/Stormwater-Urban-Forestry-Division</a>
Summer Road Construction Outreach				✓			Communications	Jun-23	Aug-23	News releases, social media outreach, etc. as needed	<a href="mailto:danna.mccall@cityofsnoqualmie.gov">Danna McCall</a>	Staff is working to inform the community about road conditions and closures.	<a href="https://www.snoqualmie.gov/150/Communications">https://www.snoqualmie.gov/150/Communications</a>

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Community Survey		✓		✓	✓	✓	Communications	Jul-23	Dec-23	Finalize contract with vendor and develop survey content	<a href="#">Danna McCall</a>	The community survey will be instrumental in gathering community feedback to implement into strategic planning initiatives.	<a href="https://www.snoqualmieva.gov/150/Communications">https://www.snoqualmieva.gov/150/Communications</a>
WA State Dept of Health - Water System Sanitary Survey			✓		✓		Parks & Public Works	N/A	Ongoing	Continue to maintain water system until the next sanitary survey in 5 years.	<a href="#">Matt Hedger</a>	A sanitary survey is a periodic inspection of water system facilities, operations, and records used to identify conditions that may present a sanitary or public health risk. The City's sanitary survey covering the period 2017-2021 was completed in 2022. All issues were addressed and the City has been approved to move to a 5-year period between sanitary surveys.	<a href="https://doh.wa.gov/community-and-environment/drinking-water/regulation-and-compliance/sanitary-surveys">https://doh.wa.gov/community-and-environment/drinking-water/regulation-and-compliance/sanitary-surveys</a>
Network Improvements			✓	✓	✓	✓	Information Technology	TBD	TBD	Finalize IT Assessment with Berry Dunn and present the final report to Council at an upcoming meeting	<a href="#">Sarah Reeder</a>	The City consulted with Berry Dunn for an overall IT Assessment which includes network improvements. The final report is in the process of being finalized by the administration and consultant and will be presented to the City Council at an upcoming meeting. The report intends to identify network improvements recommended by the consultant for Council considerations.	
Citywide ID Badges				✓	✓	✓	Information Technology	May-23	Ongoing	Continue providing badges to City staff	<a href="#">Sarah Reeder</a>	IT staff is working on creating badges for all staff to access city facilities.	
Police Programs					✓		Police	Jan-23	Ongoing	Host 1st National Night Out since the pandemic	<a href="#">Brian Lynch</a>	Engage the citizens through community oriented programs such as National Night Out, active shooter education, etc.	<a href="https://www.snoqualmieva.gov/187/Police">https://www.snoqualmieva.gov/187/Police</a>
Regional Involvement in Police Matters/Issues					✓		Police	Jan-23	Ongoing	Attend regular CSPA Chiefs meetings/Echo Glen	<a href="#">Brian Lynch</a>	Participate in Echo Glen policy development. Continue participation in Major Crimes Task Force. Participate in CSPA Chiefs meetings monthly.	<a href="https://www.snoqualmieva.gov/187/Police">https://www.snoqualmieva.gov/187/Police</a>
Police Hiring Improvements					✓	✓	Police	Jul-23	Ongoing	Appoint internal background investigators	<a href="#">Brian Lynch</a>	Model hiring practices implemented by the Issaquah PD. Meet with IPD Chief for input by end of July, 2023.	<a href="https://www.snoqualmieva.gov/538/Job-Opportunities">https://www.snoqualmieva.gov/538/Job-Opportunities</a>
Fire Department Accreditation					✓	✓	Fire & Emergency Management	Jan-23	Mar-23	Document submittal Sept 30, 2023	<a href="#">Mike Bailey</a>	Site visit scheduled in December 2023. If approved, Commission hearing scheduled at end of February 2024.	<a href="https://www.snoqualmieva.gov/633/Accreditation-and-Plans">https://www.snoqualmieva.gov/633/Accreditation-and-Plans</a>
EOC Support					✓		Fire & Emergency Management	Sep-23	Ongoing	Schedule quarterly training with city staff for 2024	<a href="#">Mike Bailey</a>	Quarterly training with staff will commence once CEMP is completed. Plan is to start create schedule for 2024 during 4th qtr. 2023 and begin training 1st qtr. 2024	
Comprehensive Emergency Management Plan (CEMP)					✓		Fire & Emergency Management	Jun-23	Dec-23	Finalize contract with Tetra Tec (completed) Scheduled completion Nov. Council approval Dec.	<a href="#">Mike Bailey</a>	The CEMP establishes procedures to prepare for emergencies, as well as the management structure for coordinating and managing response to emergency situations.	
Employee Wellness Program				✓	✓		Finance & Human Resources	Jun-23	Ongoing	Continue updating employee sharepoint page	<a href="#">Krista Hintz</a>	Human Resources continues to roll out employee wellness program components to increase staff health, quality of life, and safety. An internal sharepoint site has been established for employees to access resources and participate in the wellness program. The city is expected to receive a 2% discount on health insurance premiums for establishing and maintaining a wellness program through AWC.	<a href="https://wacities.org/data-resources/city-awards/welcity-awards">https://wacities.org/data-resources/city-awards/welcity-awards</a>
Ground Emergency Medical Transportation (GEMT)						✓	Finance & Human Resources	Jun-23	Ongoing	Visit Systems Design NW (3rd party biller) to talk about controls	<a href="#">Tami Wood</a>	The GEMT program provides supplemental payments to publicly owned/operated qualified GEMT providers to cover the funding gap between actual costs per GEMT transport and the allowable amount received from other reimbursement sources such as Medicaid. The finance revenue team is gathering the expenditure data and will be sending to the third-party administrator who will bill for reimbursement. The annual estimated revenue is \$350,000.	<a href="https://www.hca.wa.gov/billers-providers-partners/program-information-providers/ground-emergency-medical-transportation-gemt">https://www.hca.wa.gov/billers-providers-partners/program-information-providers/ground-emergency-medical-transportation-gemt</a>
Financial Transparency Tools				✓		✓	Finance & Human Resources	Nov-23	Ongoing	Implementation of the Munis/Socrata Open Data Portal is planned to begin in late fall of 2023	<a href="#">Jen Ferguson</a>	As part of the Tyler/Munis ERP project, the city will implement the Socrata open data portal to connect all stakeholders interested in Snoqualmie financial performance to interactive data tools, budget information, capital project details and overall financial performance metrics.	
Enterprise Resource Planning (ERP) System Implementation				✓		✓	Finance & Human Resources	Jan-23	Dec-23	Finance Software Implementation HR & Payroll Implementation Utility Billing Implementation Asset Management Implementation	<a href="#">Sarah Reeder</a>	The City is partnering with Tyler Technologies to implement an ERP System that will centralize data, simplify processes, and connect all city departments. The ERP System will give staff, elected officials, and the public enhanced access to city resources, data, and performance metrics.	<a href="https://www.tylertech.com/products/enterprise-erp">https://www.tylertech.com/products/enterprise-erp</a>
Financial Forecasting Tools						✓	Finance & Human Resources	Jan-23	Ongoing	Build a long-term financial model	<a href="#">Jen Ferguson</a>	Establishing a long-term financial forecasting model is essential for city council financial decision making. The financial model is being developed.	
Asset Inventory						✓	Finance & Human Resources	Nov-23	Ongoing	Build a comprehensive Inventory of all City Assets	<a href="#">Jen Ferguson</a>	As part of the Tyler/Munis ERP project, the city will implement the Enterprise Asset Management module which will maintain a comprehensive inventory of all city assets to include public works, information technology and other assets owned by the city.	
Process improvement				✓		✓	Finance & Human Resources	Jul-23	Ongoing	LEAN Process Improvements	<a href="#">All Departments</a>	The city is partnering with the SAO Center for Innovation to continue improve all processes and deliver efficient city services to the community	

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Electronic Content Management Implementation (Document Management and Automated Workflows)				✓		✓	City Clerk	Sep-23	Ongoing	Potential grant approval, vendor selection, planning	<a href="#">Deana Dean</a>	This project is dependent on grant funding.	<a href="https://www.laserfiche.com/">https://www.laserfiche.com/</a>
State Business License System						✓	Finance & Human Resources	Apr-23	Sep-23	Go-Live date: 9/19/23	<a href="#">Tami Wood</a>	The City will transfer over to WA State's business licensing system in September 2023.	<a href="https://dor.wa.gov/open-business/business-licensing-service-and-local-licensing">https://dor.wa.gov/open-business/business-licensing-service-and-local-licensing</a>
Comprehensive Rate and Fee Study						✓	Finance & Human Resources	Sep-23	Aug-23	Gather all current fees & rates collected by the city	<a href="#">Tami Wood</a>	All departments are in the process of assembling lists of all fees and rates charged by the city.	
Strategic Plan						✓	Finance & Human Resources	TBD	TBD	Determine City Council readiness for Strategic Planning	<a href="#">Jen Ferguson</a>	The City Council participated in a Council retreat in early 2023 and established priorities. The next step is to discuss with Council their readiness for a formal strategic planning process.	