



City of Snoqualmie

2023-2024 Council Priority Tracker

Community Development Committee

Topic	Council Priorities						Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
	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								
Snoqualmie Mill Site Development	✓	✓	✓	✓			Community Development	Community Development	N/A	Ongoing	Awaiting the permit review process	Emily Arteche	The applicant is currently waiting for improved economic conditions before pursuing additional permits. An approval of resolution for MFTE is required.	https://www.snoqualmiewa.gov/888/Snoqualmie-Mill-PCI-Plan
Northwest Railway Museum Roundhouse Project	✓	✓		✓			Community Development	Community Development	Sep-21	Ongoing	Continue the permit review process	Emily Arteche	The applicant is currently addressing City review comments on permitting on plans for a building with a circular or semicircular shape used by railways for servicing and storing locomotives.	
FEMA Community Rating System (CRS) and Flood Mitigation		✓		✓	✓		Community Development	Community Development	Sep-23	Ongoing	Review Repetitive Loss Properties	Emily Arteche	Staff is seeking opportunities to address flood mitigation including raising of homes above flood elevation and changing the city classification.	https://www.fema.gov/floodplain-management/community-rating-system
Urban Growth Area (UGA) Boundaries		✓		✓			Community Development	Community Development	Jul-23	Dec-25	Proposed Reconciliation Steps, complete current housing efforts	Emily Arteche	Staff is working with King County on next steps which include completion of a Comprehensive Plan, determination of feasible boundaries, requesting County/State Tools to assist the City in the process, and requesting reconciliation.	
Snoqualmie Municipal Code (SMC) Retail Code Amendment	✓	✓				✓	Community Development	Community Development	Apr-23	Dec-24	Initiate MUFPA Amendments	Jonathan Kesler	Discussion occurred at a Community Development Committee Meeting in April 2023. Next steps to come.	
Riverwalk Project	✓	✓	✓	✓			Community Development	Community Development	May-23	Dec-25	Design Phase	Dylan Gamble	Pre-design began in Summer 2023; Final design anticipated for completion in Spring 2024.	https://www.snoqualmiewa.gov/891/Riverwalk
Middle Housing	✓	✓	✓	✓			Community Development	Community Development	Sep-22	Jun-23	N/A	Emily Arteche	The city will continue to stay involved in discussions on middle housing additions. Other opportunities to address work-force housing and low-income housing are forthcoming.	https://www.snoqualmiewa.gov/1017/Middle-Housing
Human Services Program		✓		✓	✓		Community Development	Administration	Jan-23	Dec-24	Distribute remaining funds for the 2023-2024 biennium	Carson Hornsby	The Human Services Advisory Committee will review accountability forms and distribute remaining funds to human services organizations throughout the biennium.	https://www.snoqualmiewa.gov/583/Human-Services



City of Snoqualmie

2023-2024 Council Priority Tracker

Finance & Administration Committee

Topic	Council Priorities						Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
	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								
Shop Snoqualmie, Ship Snoqualmie, Support Snoqualmie Marketing Campaign	✓			✓			Finance & Administration	Administration (Communications)	Jul-23	Ongoing	Promote content on City media outlets	Danna McCall	Communications staff is working on a campaign to promote local businesses.	
Snoqualmie Tribe Fee for Service Agreement			✓			✓	Finance & Administration	Administration	Apr-23	Ongoing	Continue discussions with the Snoqualmie Tribe	Mayor Ross	City representatives have met with the Snoqualmie Tribe to discuss a possible agreement regarding City services and associated fees. Discussions are ongoing.	
National Community Survey (Polco)		✓		✓	✓	✓	Finance & Administration	Administration (Communications)	Jul-23	Dec-23	Data collection for random sample, data collection for separate self opt-in survey version	Danna McCall	The National Community Survey conducted by Polco will be instrumental in gathering community feedback to implement into strategic planning initiatives. The random sampling process has been completed and data collection began on September 5, 2023.	https://www.snoqualmiewa.gov/603/Community-Surveys
City Network Improvements			✓	✓	✓	✓	Finance & Administration	Information Technology	TBD	TBD	Finalize IT Assessment with Berry Dunn and present the final report to Council at an upcoming meeting	Sarah Reeder	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 Employee Identification Badges				✓	✓	✓	Finance & Administration	Information Technology	May-23	Ongoing	Continue providing badges to City staff	Sarah Reeder	IT staff is working on creating badges for all staff to access appropriate City facilities for each department.	
Employee Wellness Program (AWC WellCity Standards)				✓	✓		Finance & Administration	Finance	Jun-23	Ongoing	Continue updating employee sharepoint page and developing program to meet AWC WellCity standards	Krista Hintz	Staff 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 the program through AWC.	https://wacities.org/data-resources/city-awards/wellcity-awards
Ground Emergency Medical Transportation (GEMT)						✓	Finance & Administration	Finance	Jun-23	Ongoing	Visit Systems Design NW (3rd party biller) to talk about controls	Tami Wood	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 Department is gathering expenditure data to send to the third-party administrator who will assemble the bill for reimbursement. The annual reimbursement to the City is estimated at \$350,000.	https://www.hca.wa.gov/billers-providers-partners/program-information-providers/ground-emergency-medical-transportation-gemt
Financial Transparency Tools (Tyler/Munis)				✓		✓	Finance & Administration	Finance	Nov-23	Ongoing	Implementation of the Munis/Socrata Open Data Portal is planned to begin in late fall of 2023	Jen Ferguson	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 citywide financial performance metrics.	
Enterprise Resource Planning (ERP) System Implementation (Tyler/Munis)				✓		✓	Finance & Administration	Finance	Jan-23	Dec-23	Finance Software Implementation HR & Payroll Implementation Utility Billing Implementation Asset Management Implementation	Sarah Reeder	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.	
Financial Forecasting Tools						✓	Finance & Administration	Finance	Jan-23	Ongoing	Build a long-term financial model	Jen Ferguson	The Finance Department plans to establish a long-term financial forecasting model to assist the City Council in financial decision-making. The financial model is currently in development.	
Citywide Asset Inventory						✓	Finance & Administration	Finance	Nov-23	Ongoing	Build a comprehensive inventory of all City assets	Jen Ferguson	As part of the Tyler/Munis ERP project, the City will implement the Enterprise Asset Management module to maintain a comprehensive inventory of all City assets to include the Parks and Public Works and IT Departments, and other assets owned by the City.	
General Citywide Process Improvement				✓		✓	Finance & Administration	Finance	Jul-23	Ongoing	LEAN Process Improvements	All Departments	The City is partnering with the Washington State Auditor's Office Center for Government Innovation to implement process improvements and increase efficiency of service delivery to the community.	
Electronic Content Management Implementation (Document Management and Automated Workflows)				✓		✓	Finance & Administration	City Clerk	Sep-23	Ongoing	Aug 23: Grant approval and vendor selection. Sep 23: Project Kickoff & Planning Meeting	Deana Dean	The City Clerk's Office is working on implementation of the Laserfiche program to manage content and business process automation. First year subscription fee and 40 hrs of setup/configuration/implementation covered by grant.	

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	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								
Transfer to State Business License System						✓	Finance & Administration	Finance	Apr-23	Sep-23	Go-Live date: 9/19/23	Tami Wood	The City is in the process of transferring to using the Washington State business licensing system in September 2023.	https://dor.wa.gov/open-business/business-licensing-service-and-local-licensing
Comprehensive City Rate and Fee Study						✓	Finance & Administration	Finance	Sep-23	Aug-23	Gather all current fees & rates collected by the city	Tami Wood	All departments are in the process of assembling lists of fees and rates charged by the City. A Request for Proposal (RFP) with a deadline of 9/14/2023 has been released by the Finance Department to procure consulting services to conduct the study.	
Strategic Plan						✓	Finance & Administration	Finance	TBD	TBD	Determine City Council readiness for Strategic Planning	Jen Ferguson	The City Council participated in a Council retreat in March 2023 to establish priorities for the biennium. The next step is to discuss with Council their readiness for a formal strategic planning process.	



City of Snoqualmie

2023-2024 Council Priority Tracker

Parks & Public Works Committee

Topic	Council Priorities						Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
	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								
Model Train Museum (Pacific West Rail)	✓	✓		✓			Parks & Public Works	Parks & Public Works, Community Development	Dec-22	Ongoing	Development and lease agreements, renderings, and design considerations	Emily Arteche	This project is under the guidance of P&PW, CD, and Administration. A 3 month extension to the MOU was signed in August and staff continues developing plans to build a museum to house the model train on city property.	https://www.snoqualmie.gov/1029/Model-Train-Museum-Park
Pavement Management Program		✓	✓	✓			Parks & Public Works	Parks & Public Works	Jun-23	Oct-23	Construction Phase	Hind Ahmed	The Snoqualmie Parkway Pavement Rehabilitation project began with grind and overlay activities in August. Mill Pond Road and Stone Quarry Road grind and overlay began in July.	https://www.snoqualmie.gov/733/Snoqualmie-Parkway-Rehab
Sandy Cove Park Revetment		✓		✓			Parks & Public Works	Parks & Public Works	Jul-23	Dec-24	Phase 1 Design	Dylan Gamble	Design of Riverwalk Phase 1 initiated in June 2023 and will continue into Summer 2024. Construction of Phase 1 work anticipated starting Spring 2025. Project bid deadline for phase 1 was 8/16/2023.	https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
Sidewalk Repair Program		✓	✓	✓	✓		Parks & Public Works	Parks & Public Works	N/A	Ongoing	Preparation of 2024 bid documents	Pat Fry	Staff is working on preparing bid documents for the sidewalk repair contract to remedy sidewalk surface displacements in 2024.	https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
Community Center Expansion Project	✓	✓	✓	✓			Parks & Public Works	Parks & Public Works	Jun-23	Oct-25	Planning and Programming phase	Jeff Hamlin	Planning, programming, and schematic design phases will allow the City to develop Guaranteed Max Price (GMP) by December 2023. Construction expected to begin in Spring 2024.	https://www.snoqualmie.gov/639/Community-Center-Expansion
Snoqualmie Parkway Pavement Overlay			✓	✓			Parks & Public Works	Parks & Public Works	Jun-23	Oct-23	Construction Phase	Hind Ahmed	Grind and overlay activities began in August 2023.	https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
City Hall Stairway Repair Project			✓		✓		Parks & Public Works	Parks & Public Works	May-23	Oct-23	Construction Phase	Pat Fry	City Hall Stairway Rehabilitation project is currently underway.	https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
Fire Station Improvements (Boiler Replacement Project)			✓				Parks & Public Works	Parks & Public Works	Jul-23	Sep-23	Construction Phase	Pat Fry	Boiler Replacement Project	
Capital Improvement Plan (CIP)	✓	✓	✓	✓	✓	✓	Parks & Public Works	Parks & Public Works	Aug-23	Dec-23	CIP Updates with the Finance Department	Dylan Gamble	Staff will coordinate with the Finance Department to update the CIP to incorporate results of the upcoming comprehensive rate and fee study.	https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
National Pollutant Discharge Elimination System (NPDES) Wastewater Discharge Permit Renewal			✓		✓	✓	Parks & Public Works	Parks & Public Works	N/A	Aug-22	N/A	Andrew Vining	Completed	
Water Reclamation Facility Phase 3			✓		✓	✓	Parks & Public Works	Parks & Public Works	Jun-23	Jun-25	Construction Phase	Andrew Vining	Construction began July 2023.	https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
Road Pavement Marking Program			✓				Parks & Public Works	Parks & Public Works	Mar-23	Oct-23	Construction Phase	Hind Ahmed	King County crews began work in July 2023.	
Wayfinding/Sign Program	✓	✓	✓	✓			Parks & Public Works	Parks & Public Works	Aug-23	Ongoing	Replace and add new signs as needed	Nicole Wiebe	Staff has taken inventory of signs within City limits and is selecting signs in need of replacement and identifying new wayfinding opportunities and sign locations.	
Aquifer Storage and Recovery			✓				Parks & Public Works	Parks & Public Works	Ongoing	Ongoing	Conduct Feasibility Study and Pilot Test program	Jeff Hamlin	The feasibility study is funded by a grant from Dept of Ecology's Stream Restoration Program.	https://www.snoqualmie.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
Inclusive Park/Playground Improvements		✓	✓	✓			Parks & Public Works	Parks & Public Works	Jun-23	Dec-23	Construction Phase	Dylan Gamble	Construction is expected to begin in Sept 2023.	https://www.snoqualmie.gov/CivicAlerts.aspx?AID=1380
Urban Forestry - Street Tree Replacements (Autumn + Storm)		✓	✓	✓			Parks & Public Works	Parks & Public Works	Jun-23	Dec-23	Construction Phase	Phil Bennett	Construction phase began in August 2023. Expected completion in October 2023.	https://www.snoqualmie.gov/247/Stormwater-Urban-Forestry-Division
Road Construction/Maintenance Outreach				✓			Parks & Public Works	Administration (Communications)	Jun-23	Sep-23	News releases and social media outreach as needed	Danna McCall	Communications staff continues to inform the community about road conditions and closures.	
WA State Dept of Health - Water System Sanitary Survey			✓		✓		Parks & Public Works	Parks & Public Works	N/A	Ongoing	Continue to maintain water system until the next sanitary survey in 5 years.	Matt Hedger	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.	https://doh.wa.gov/community-and-environment/drinking-water/regulation-and-compliance/sanitary-surveys



City of Snoqualmie

2023-2024 Council Priority Tracker

Public Safety Committee

Topic	Council Priorities						Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
	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								
Evaluation of Fee for Transport Program	✓			✓	✓		Public Safety	Fire & Emergency Management	Sep-23	Dec-23	Evaluate cost structure of Fee for Transport Program	Mike Bailey	The cost structure of the program will be analyzed to determine if there is a need to increase fees for emergency medical transportation services.	
Alternative Fire Department Service Delivery Models				✓		✓	Public Safety	Fire & Emergency Management	TBD	TBD	N/A	Mike Bailey	Direction is needed from the City Council regarding next steps.	
Police Department Programs and Community Outreach					✓		Public Safety	Police	Jan-23	Ongoing	Hosted first post-Covid National Night Out event	Brian Lynch	The Police Department continues efforts to engage residents through community-oriented programs such as National Night Out, active shooter education, and opportunities to interact with the Police Chief, etc.	
Regional Involvement in Police Matters/Issues					✓		Public Safety	Police	Jan-23	Ongoing	Attend regular CSPA Chiefs meetings/Echo Glen meetings	Brian Lynch	The Police Department continues to participate in policy development discussions for Echo Glen, as well as hold a presence on the Major Crimes Task Force and CSPA Chiefs monthly meetings.	
Police Hiring Process Improvements					✓	✓	Public Safety	Police	Jul-23	Ongoing	Appoint internal background investigators	Brian Lynch	Human Resources and the Police Department are working on hiring improvements and practices Modelled after the Issaquah Police Department. Staff met with Issaquah Police for input in August and discussions are ongoing.	https://www.snoqualmie.gov/538/Job-Opportunities
Fire Department Accreditation - Commission on Fire Accreditation International (CFAI)					✓	✓	Public Safety	Fire & Emergency Management	Jan-23	Mar-23	Document submittal expected by Sept 30, 2023	Mike Bailey	A site visit to the Snoqualmie Fire Station by CFAI is scheduled in December 2023. If the City is determined to meet the criteria of the accreditation program, a CFAI hearing will be scheduled in February 2024.	https://www.snoqualmie.gov/633/Accreditation-and-Plans
Emergency Operations Center (EOC) Support					✓		Public Safety	Fire & Emergency Management	Sep-23	Ongoing	Schedule quarterly training with City staff for 2024	Mike Bailey	Quarterly EOC training with staff will commence once the Comprehensive Emergency management Plan (CEMP) is completed. Staff plans to develop a training schedule for 2024 during Autumn 2023 and begin training in Winter 2024.	
Comprehensive Emergency Management Plan (CEMP)					✓		Public Safety	Fire & Emergency Management	Jun-23	Dec-23	Finalize contract with Tetra Tec (completed) Scheduled completion in November 2023. Council approval request is expected in December 2023.	Mike Bailey	The CEMP establishes procedures to prepare for emergencies as well as the management structure employed in coordinating and managing responses to emergencies.	