



City of Snoqualmie

2023-2024 Council Priority Tracker

Community Development Committee

Topic	Council Priorities						Purpose	Council Committee	Department	Start Date	End Date	Intended Outcome	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	✓	✓	✓	✓			Economic Development and Affordable Housing	Community Development	Community Development	N/A	Ongoing	New Community with Economic Vibrancy	Pending Application Submittal	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-PC-Plan	2023-2024
Affordable Housing		✓		✓		✓	Meet State Requirements	Community Development	Community Development	Nov-22	Ongoing	New Units Available to All Income Levels	Roundtable	Emily Arteche	3-pronged approach analyzing city lands, city funds and city policy.	https://www.snoqualmiewa.gov/893/Affordable-Housing	2023-2024
Tourism	✓	✓		✓		✓	Economic Development	Community Development	Community Development	Nov-23	Ongoing	On-going Economic Vibrancy	Marketing Rebranding, Mainstreets, Creative Districts and Annexation to be discussed at EDC	Emily Arteche	This is an effort to support downtown businesses and retail expansion to create a Tourism Multiplier Effect. A Trolley Car could be considered.	https://www.railwaypreservation.com/vintagetrolley/issaquah.htm	2023-2024
Northwest Railway Museum Roundhouse Project	✓	✓		✓			Economic Development	Community Development	Community Development	Sep-21	Ongoing	Expanded Museum Bringing Tourism	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.	https://trainmuseum.org/visit/railway-history-campus/	2023-2024
FEMA Community Rating System (CRS) and Flood Mitigation		✓		✓	✓		Meet State and Federal Requirements	Community Development	Community Development	Sep-23	Dec-24	Lower Insurance Rate for Property Owners	Hazard Mitigation Plan Update during 2024, 5 Year Recertification 1st Quarter 2024, Annual Certification 2025, Request new classification 2026	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	2023-2024
Comprehensive Plan	✓	✓	✓	✓	✓	✓	Meet State Requirements	Community Development	Community Development	Jan-23	Jan-25	A Viable Roadmap for Future	Review Recommendations from Council Committee and Planning Commission	Emily Arteche		https://www.snoqualmiewa.gov/997/Comprehensive-Plan-Update-2044	2023-2024
Urban Growth Area (UGA) Boundaries		✓		✓			Meet State and County Requirements	Community Development	Community Development	Jul-23	Dec-25	A Review of Capacity Opportunities	Proposed Reconciliation Steps as identified by GMPC	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.	https://www.snoqualmiewa.gov/DocumentCenter/View/37666/Snoqualmie-Growth-Targets-Analysis	2023-2024
Snoqualmie Municipal Code (SMC) Retail Code Amendment	✓	✓				✓	Economic Development	Community Development	Community Development	Apr-23	Dec-24	Increased Retail in Key Locations	Initiate MUPF Amendments with Planning Commission 1 Quarter 2024	Emily Arteche	A discussion with the Planning Commission was held in November of 2023 and draft staff report will be coming in Spring of 2024 at the Planning Commission	https://mccmeetingspublic.blob.core.usgovcloudapi.net/snoqualmwa-meet-abf957347ef5465ca1072ce780fdd509/ITEM-Attachment-001-bc579b186bd846b9883f1e0906853ca4.pdf	2023-2024
Middle Housing	✓	✓	✓	✓			Meet State and Federal Requirements	Community Development	Community Development	Sep-22	Jun-23	Development and Encouragement of Attached Units, Variety of Complexes	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	2023-2024
Human Services Program		✓		✓	✓		Support Desired Services and/or Enhancements	Community Development	Administration	Jan-23	Dec-24	Providing Money to Desired Services and Enhancements	Identify Gaps to Fill	Deana Deen	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	2023-2024



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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											
Meadowbrook Farm Management	√	√				√		Community Development	Community Development	Jan-25	Dec-25			MDavis@snoqualmie.gov			2025
Affordable and Workforce Housing	√	√				√		Community Development	Community Development	Jan-25	Dec-25			MDavis@snoqualmie.gov			2025
Permit processing, major projects	√	√				√		Community Development	Community Development	Jan-25	Dec-25			MDavis@snoqualmie.gov			2025
Center Blvd and Retail District Waivers	√	√				√		Community Development	Community Development	Jan-25	Dec-25			MDavis@snoqualmie.gov			2025
Reclassification of CRS		√				√		Community Development	Community Development	Jan-25	Dec-25			MDavis@snoqualmie.gov			2025
Letter of Map Revision	√	√				√		Community Development	Community Development	Jan-25	Dec-25			MDavis@snoqualmie.gov			2025
Design Standards State Law Updates		√				√		Community Development	Community Development	Jan-25	Dec-25			MDavis@snoqualmie.gov			2025
Housing State Law Updates		√				√		Community Development	Community Development	Jan-25	Aug-25			MDavis@snoqualmie.gov			2025
TIA Standards		√				√		Community Development	Community Development	Mar-25	Aug-25			MDavis@snoqualmie.gov			2025
Code Enforcement Processing Fees		√				√		Community Development	Community Development	Jan-25	Jul-25			MDavis@snoqualmie.gov			2025
Wireless Code Amendments	√	√				√		Community Development	Community Development	Jan-25	Aug-25			MDavis@snoqualmie.gov			2025
Permit In-Take and Processing Fees Consistency		√				√		Community Development	Community Development	Jan-25	Aug-25			MDavis@snoqualmie.gov			2025
Comprehensive Plan	√	√	√			√		Community Development	Community Development	Jan-25	Dec-25			MDavis@snoqualmie.gov			2025
Climate Change Element	√	√	√			√		Community Development	Community Development	Jun-25	Dec-25			MDavis@snoqualmie.gov			2025
Growth Target Revision	√	√	√			√		Community Development	Community Development	Jan-25	Dec-25			MDavis@snoqualmie.gov			2025
Critical Areas Update	√	√	√			√		Community Development	Community Development	Jun-25	Dec-25			MDavis@snoqualmie.gov			2025
Annexation Strategy Study	√	√	√			√		Community Development	Community Development	Feb-25	Nov-25			MDavis@snoqualmie.gov			2025
Mixed Use Final Plan Amendment	√	√				√		Community Development	Community Development	Jan-25	Apr-25			MDavis@snoqualmie.gov			2025
Traffic Impact Fees			√					Community Development	Community Development	Jan-25	Dec-25			MDavis@snoqualmie.gov			2025
Rebranding Marketing Study	√	√				√		Community Development	Community Development	Aug-25	Dec-25			MDavis@snoqualmie.gov			2025
Permit Streamlining	√	√				√		Community Development	Community Development	Aug-25	Dec-25			MDavis@snoqualmie.gov			2025
Historic Preservation Downtown Code Amendments	√	√				√		Community Development	Community Development	Jun-25	Dec-25			MDavis@snoqualmie.gov			2025
Mill Site Design Review	√	√				√		Community Development	Community Development					MDavis@snoqualmie.gov			2025
Permit Timeline Revisions	√	√				√		Community Development	Community Development	Mar-25	Dec-25			MDavis@snoqualmie.gov			2025
Emergency Housing		√				√		Community Development	Community Development	Mar-25	Jul-25			MDavis@snoqualmie.gov			2025
Budget	√	√	√			√		Community Development	Community Development	Mar-25	Dec-25			MDavis@snoqualmie.gov			2025
Community Rating System Recertification	√	√				√		Community Development	Community Development	Mar-25	Dec-25			MDavis@snoqualmie.gov			2025
Home Elevation Program		√				√		Community Development	Community Development	Mar-25	Dec-25			MDavis@snoqualmie.gov			2025
Public Works/Development Standards	√	√				√		Community Development	Community Development	Aug-25	Dec-25			MDavis@snoqualmie.gov			2025
Home Acquisition		√				√		Community Development	Community Development	Mar-25	Dec-25			MDavis@snoqualmie.gov			2025

Finance & Administration Committee

Council Priorities

Topic	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	Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
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.	2023-2024
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.	2023-2024
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.	2023-2024
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.	2023-2024
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.	2023-2024
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.	2023-2024
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.	2023-2024

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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.	2023-2024	
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.	2023-2024	
Electronic Content Management Implementation (Document Management and Automated Workflows)				✓		✓	Finance & Administration	City Clerk	Sep-23	Ongoing	Potential grant approval, vendor selection, planning	Deana Dean	The City Clerk's Office is working on implementation of the Laserfiche program to manage content and business process automation. This project is dependent on grant funding.	2023-2024	
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	2023-2024
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.	2023-2024	
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.	2023-2024	
Council Priorities															
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Establish City Attorney Department/Division						✓	Finance & Administration	Legal	Jan-25	Dec-25		DBurke@snoqualmiewa.gov			
Review Municipal Code and suggest edits	✓	✓				✓	Finance & Administration	Legal	Jan-25	Dec-25		DBurke@snoqualmiewa.gov			
North Bend Police Services ILA Negotiations	✓	✓				✓	Finance & Administration	Legal	Jan-25	May-25		DBurke@snoqualmiewa.gov			
Support Fire Union Negotiations	✓	✓				✓	Finance & Administration	Legal	Jan-25	Dec-25		DBurke@snoqualmiewa.gov			
Support all ongoing city projects	✓	✓				✓	Finance & Administration	Legal	Ongoing	Ongoing		DBurke@snoqualmiewa.gov			
Snoqualmie Tribe Fee-for-Service	✓	✓				✓	Finance & Administration	Finance	Ongoing	Ongoing		DBouta@snoqualmiewa.gov			
North Bend Police Services Agreement	✓	✓				✓	Finance & Administration	Finance	Ongoing	Ongoing		DBouta@snoqualmiewa.gov			
ERP Project - Phase 1 Financials	✓					✓	Finance & Administration	Finance	May-25	Jul-25		DBouta@snoqualmiewa.gov			
ERP Project - Phase 2 Human Capital Management	✓					✓	Finance & Administration	Finance	Jan-25	Dec-25		DBouta@snoqualmiewa.gov			
ERP Project - Phase 3 Utility Billing & Revenue	✓					✓	Finance & Administration	Finance	Jul-25	Dec-25		DBouta@snoqualmiewa.gov			
Financial Reporting (SAO) (2024)						✓	Finance & Administration	Finance	Jan-25	May-25		DBouta@snoqualmiewa.gov			
Financial & Accountability Audits (2022, 2023, & 2024)						✓	Finance & Administration	Finance	Jul-25	Dec-25		DBouta@snoqualmiewa.gov			
Financial Procedures Manual & Internal Controls						✓	Finance & Administration	Finance	May-25	Dec-25		DBouta@snoqualmiewa.gov			
Payroll Recalculations & Corrections						✓	Finance & Administration	Finance	Ongoing	Ongoing		DBouta@snoqualmiewa.gov			
Purchasing Card Program						✓	Finance & Administration	Finance	Oct-25	Dec-25		DBouta@snoqualmiewa.gov			
Enhanced Revenue Management & Oversight						✓	Finance & Administration	Finance	Jul-25	Dec-25		DBouta@snoqualmiewa.gov			
Utility Rate Study			✓			✓	Finance & Administration	Finance	Jan-25	May-25		DBouta@snoqualmiewa.gov			
Comprehensive Fee Study	✓		✓			✓	Finance & Administration	Finance	Feb-25	Sep-25		DBouta@snoqualmiewa.gov			
B&O Tax Audit	✓					✓	Finance & Administration	Finance	Jul-25	Dec-25		DBouta@snoqualmiewa.gov			

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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								
Square Footage Tax	√					√	Finance & Administration	Finance	Oct-25	Dec-25		DBouta@snoqualmiewa.gov		
Cable Franchise Agreement	√					√	Finance & Administration	Finance	Jul-25	Dec-25		DBouta@snoqualmiewa.gov		
Revenue Bond Issuance						√	Finance & Administration	Finance	Oct-25	Dec-25		DBouta@snoqualmiewa.gov		
Internal Cost Allocation Plan						√	Finance & Administration	Finance	Jul-25	Dec-25		DBouta@snoqualmiewa.gov		
Budget Reporting/Financial Transparency						√	Finance & Administration	Finance	Feb-25	Sep-25		DBouta@snoqualmiewa.gov		
Budget & Staffing Plans	√	√				√	Finance & Administration	Administration	Ongoing	Ongoing		MChambless@snoqualmiewa.gov		
Staffing & Recruiting	√	√				√	Finance & Administration	Administration	Ongoing	Ongoing		MChambless@snoqualmiewa.gov		
ERP HR Module						√	Finance & Administration	Administration	Ongoing	Ongoing		MChambless@snoqualmiewa.gov		
Personnel Policy Update						√	Finance & Administration	Administration	Ongoing	Ongoing		MChambless@snoqualmiewa.gov		
Training Program						√	Finance & Administration	Administration	Ongoing	Ongoing		MChambless@snoqualmiewa.gov		
Wellness/Safety Committee						√	Finance & Administration	Administration	Ongoing	Ongoing		MChambless@snoqualmiewa.gov		
Council Chambers AV Upgrade	√					√	Finance & Administration	Information Technology	Dec-24	Jan-25		FLacroix@snoqualmiewa.gov		
Network Infrastructure Modernization						√	Finance & Administration	Information Technology	Jan-25	Sep-25		FLacroix@snoqualmiewa.gov		
Firewall and VPN Upgrade						√	Finance & Administration	Information Technology	Jan-25	Sep-25		FLacroix@snoqualmiewa.gov		
Wi-Fi Upgrade						√	Finance & Administration	Information Technology	Jan-25	Jan-25		FLacroix@snoqualmiewa.gov		
Computer Security Audit						√	Finance & Administration	Information Technology	Ongoing	Ongoing		FLacroix@snoqualmiewa.gov		
Server Upgrades						√	Finance & Administration	Information Technology	Apr-25	Dec-25		FLacroix@snoqualmiewa.gov		
Fiber Undergrounding Tokul						√	Finance & Administration	Information Technology	Mar-25	Dec-25		FLacroix@snoqualmiewa.gov		



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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.snoqualmie.gov/603/Community-Surveys
City Network Improvements			✓	✓	✓	✓	Finance & Administration	Information Technology	TBD	TBD	Implement IT Assessment from Berry Dunn	Fletcher Lacroix	The City consulted with Berry Dunn for an overall IT Assessment which includes network improvements.	
Citywide Employee Identification Badges				✓	✓	✓	Finance & Administration	Information Technology	May-23	Ongoing	Continue providing badges to City staff	Drew Bouta	IT staff is working on creating badges for all staff to access appropriate City facilities for each department.	
ERP Project Implementation Phase 1 - Financials						✓	Finance & Administration	Finance	Jan-23	Sep-24	Set up business rules and workflows to enable the decentralization of Accounts Payable, General Billing, and Analytics and Reporting. Provide end user training once completed.	Drew Bouta	The Department has mapped decentralized processes for Accounts Payable, General Billing, and Analytics and Reporting with the goal of empowering others and reducing the number of steps required to process or create invoices and other needs.	
ERP Project Implementation Phase 2 - Human Capital Management						✓	Finance & Administration	Finance	Aug-23	Mar-25	Complete the configuration of payroll and HR tables in Munis. Obtain training and practice how to run payroll in Munis.	Drew Bouta	The Department has recently transitioned the implementation of this phase to a new team and as a result the go-live date has been postponed to Oct. 1. Tyler has recently assigned the Department an implementation consultant that can be on-site occasionally to support the effort.	
ERP Project Implementation Phase 3 - Utility Billing & Revenue						✓	Finance & Administration	Finance	Sep-24	Jun-25	Obtain a Tyler implementation consultant to start the phase.	Drew Bouta	The purpose of this phase is to transition to a new utility billing system, which is where most residents on a continuous basis come into contact with the City. The Department will work closely with the consultant to complete all required steps and make sure to test and validate the new system prior to go-live. This including making sure that the new payment portal works effectively and that utility billing customers can transition easily. Also, the department will integrate the P&PW Department into the implementation process ensuring that meter reads and other joint processes transition smoothly from the legacy to the new system.	
2025-2026 Biennial Budget	✓	✓	✓	✓	✓	✓	Finance & Administration	Finance	Apr-24	Oct-24	Introduce the budgeting process to Council and review the Financial Forecast.	Drew Bouta	The Department is working to cocreate the 2025-2026 Biennial Budget with the other departments with the goal of maintaining a balanced budget and ensuring compliance with the City's financial policies.	
Preparation of Financial Statements & Audit Facilitation						✓	Finance & Administration	Finance	Jan-24	May-24	Close out 2023 to allow for the preparation of the financial report and start the process of developing the notes necessary to complete GASB 96 ("SBITA").	Drew Bouta	The Department is facilitating compliance with the annual financial and accountability audit conducted by the SAO as well as preparing an annual financial report that includes the implementation of GASB 87 ("Leases") and 96 ("SBITA").	

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Public Safety Sales Tax Proposition					☑	☑	Finance & Administration	Finance	Jan-24	Aug-24	Appoint people to pro/con committees and develop the explanatory statement that will go in the voter's pamphlet.	Drew Bouta	The purpose of this proposition is to maintain and preserve public safety services that have been impacted by pandemic-driven inflationary increases. If the voters approve the proposition, then the City can expect to generate ~\$250,000 of recurring revenue that would be deposited into the General Fund (#001).	
Comprehensive Fee Study						☑	Finance & Administration	Finance	Mar-24	Dec-24	Review the proposed RFQ and release to potential consultants.	Drew Bouta	The purpose of this fee study is to update the City's fees across multiple functional areas, including an assessment of revenues required to meet the City's cost recovery goals and support anticipated operating expenditures.	
Enhancing Business Tax Revenues						☑	Finance & Administration	Finance	Jan-24	Aug-24	Obtain legal's review of the notification letter and establish collection procedures. Extend the analysis of non-compliant businesses by incorporating data from State B&O tax returns.	Drew Bouta	The Department is working to establish a business licensing and B&O tax audit program that checks for missing payments on a reoccurring basis. In addition, the Department is crafting a square footage tax proposal with the goal of generating revenue equal to the impact some businesses have on the community while giving them a credit for B&O taxes already paid.	
Payroll Correction, Policies, & Procedures						☑	Finance & Administration	Finance	Mar-24	Dec-24	Clean up where necessary any codes or tables in the payroll system and start developing a procedures manual.	Drew Bouta	The Department is working to make corrections to the payroll filing system including the incorporation of internal controls where necessary and appropriate, as well as develop policies and procedures that will guide payroll into the future.	
Electronic Content Management Implementation (Document Management and Automated Workflows)				☑		☑	Finance & Administration	City Clerk	Sep-23	Ongoing	Potential grant approval, vendor selection, planning	Deana Dean	The City Clerk's Office is working on implementation of the Laserfiche program to manage content and business process automation. This project is dependent on grant funding.	



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								
Establish City Attorney Department/Division						✓	Finance & Administration	Legal	Jan-25	Dec-25		DBurke@snoqualmiewa.gov		
Review Municipal Code and suggest edits	✓	✓				✓	Finance & Administration	Legal	Jan-25	Dec-25		DBurke@snoqualmiewa.gov		
North Bend Police Services ILA Negotiations	✓	✓				✓	Finance & Administration	Legal	Jan-25	May-25		DBurke@snoqualmiewa.gov		
Support Fire Union Negotiations	✓	✓				✓	Finance & Administration	Legal	Jan-25	Dec-25		DBurke@snoqualmiewa.gov		
Support all ongoing city projects	✓	✓				✓	Finance & Administration	Legal	Ongoing	Ongoing		DBurke@snoqualmiewa.gov		
Snoqualmie Tribe Fee-for-Service	✓	✓				✓	Finance & Administration	Finance	Ongoing	Ongoing		DBouta@snoqualmiewa.gov		
North Bend Police Services Agreement	✓	✓				✓	Finance & Administration	Finance	Ongoing	Ongoing		DBouta@snoqualmiewa.gov		
ERP Project - Phase 1 Financials	✓					✓	Finance & Administration	Finance	May-25	Jul-25		DBouta@snoqualmiewa.gov		
ERP Project - Phase 2 Human Capital Management	✓					✓	Finance & Administration	Finance	Jan-25	Dec-25		DBouta@snoqualmiewa.gov		
ERP Project - Phase 3 Utility Billing & Revenue	✓					✓	Finance & Administration	Finance	Jul-25	Dec-25		DBouta@snoqualmiewa.gov		
Financial Reporting (SAO) (2024)						✓	Finance & Administration	Finance	Jan-25	May-25		DBouta@snoqualmiewa.gov		
Financial & Accountability Audits (2022, 2023, & 2024)						✓	Finance & Administration	Finance	Jul-25	Dec-25		DBouta@snoqualmiewa.gov		
Financial Procedures Manual & Internal Controls						✓	Finance & Administration	Finance	May-25	Dec-25		DBouta@snoqualmiewa.gov		
Payroll Recalculations & Corrections						✓	Finance & Administration	Finance	Ongoing	Ongoing		DBouta@snoqualmiewa.gov		
Purchasing Card Program						✓	Finance & Administration	Finance	Oct-25	Dec-25		DBouta@snoqualmiewa.gov		
Enhanced Revenue Management & Oversight						✓	Finance & Administration	Finance	Jul-25	Dec-25		DBouta@snoqualmiewa.gov		
Utility Rate Study			✓			✓	Finance & Administration	Finance	Jan-25	May-25		DBouta@snoqualmiewa.gov		
Comprehensive Fee Study	✓		✓			✓	Finance & Administration	Finance	Feb-25	Sep-25		DBouta@snoqualmiewa.gov		
B&O Tax Audit	✓					✓	Finance & Administration	Finance	Jul-25	Dec-25		DBouta@snoqualmiewa.gov		
Square Footage Tax	✓					✓	Finance & Administration	Finance	Oct-25	Dec-25		DBouta@snoqualmiewa.gov		
Cable Franchise Agreement	✓					✓	Finance & Administration	Finance	Jul-25	Dec-25		DBouta@snoqualmiewa.gov		
Revenue Bond Issuance						✓	Finance & Administration	Finance	Oct-25	Dec-25		DBouta@snoqualmiewa.gov		
Internal Cost Allocation Plan						✓	Finance & Administration	Finance	Jul-25	Dec-25		DBouta@snoqualmiewa.gov		

Budget Reporting/Financial Transparency						✓	Finance & Administration	Finance	Feb-25	Sep-25		DBouta@snoqualmiewa.gov		
Budget & Staffing Plans	✓	✓				✓	Finance & Administration	Administration	Ongoing	Ongoing		MChambless@snoqualmiewa.gov		
Staffing & Recruiting	✓	✓				✓	Finance & Administration	Administration	Ongoing	Ongoing		MChambless@snoqualmiewa.gov		
ERP HR Module						✓	Finance & Administration	Administration	Ongoing	Ongoing		MChambless@snoqualmiewa.gov		
Personnel Policy Update						✓	Finance & Administration	Administration	Ongoing	Ongoing		MChambless@snoqualmiewa.gov		
Training Program						✓	Finance & Administration	Administration	Ongoing	Ongoing		MChambless@snoqualmiewa.gov		
Wellness/Safety Committee						✓	Finance & Administration	Administration	Ongoing	Ongoing		MChambless@snoqualmiewa.gov		
Council Chambers AV Upgrade	✓					✓	Finance & Administration	Information Technology	Dec-24	Jan-25		FLacroix@snoqualmiewa.gov		
Network Infrastructure Modernization						✓	Finance & Administration	Information Technology	Jan-25	Sep-25		FLacroix@snoqualmiewa.gov		
Firewall and VPN Upgrade						✓	Finance & Administration	Information Technology	Jan-25	Sep-25		FLacroix@snoqualmiewa.gov		
Wi-Fi Upgrade						✓	Finance & Administration	Information Technology	Jan-25	Jan-25		FLacroix@snoqualmiewa.gov		
Computer Security Audit						✓	Finance & Administration	Information Technology	Ongoing	Ongoing		FLacroix@snoqualmiewa.gov		
Server Upgrades						✓	Finance & Administration	Information Technology	Apr-25	Dec-25		FLacroix@snoqualmiewa.gov		
Fiber Undergrounding Tokul						✓	Finance & Administration	Information Technology	Mar-25	Dec-25		FLacroix@snoqualmiewa.gov		



City of Snoqualmie

2023-2024 Council Priority Tracker

Parks & Public Works Committee

Council Priorities						
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Topic	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	Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
Model Train Museum (Pacific West Rail)	√	√		√			Parks & Public Works	Parks & Public Works, Community Development	Dec-22	Ongoing	Council action on 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 council continues meeting with tribal representative regarding the developing plans to build a museum to house the model train on city property.	https://www.snoqualmieva.gov/1029/Model-Train-Museum-Park

Council Priorities

Topic	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	Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
Pavement Management Program		✓	✓	✓			Parks & Public Works	Parks & Public Works	Jun-23	Oct-24	2023 Overlay Project Completed 2024 crack sealing, slurry seal and patch repair planned for Summer	Hind Ahmed	Mill Pond Road, Tokul, Mountain Ave and Stone Quarry Road grind and overlay were completed in August .	https://www.snoqualmieva.gov/733/Snoqualmie-Parkway-Rehab
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.snoqualmieva.gov/891/Riverwalk
Sandy Cove Park Revetment		✓		✓			Parks & Public Works	Parks & Public Works	Jul-23	Dec-24	Phase 1 Design	Dylan Gamble	Phase 1 Construction underway to stabilize Sandy Cove shoreline before winter flood season. Phase 2 anticipated to begin in Summer 2024.	https://www.snoqualmieva.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
Sidewalk Repair Program		✓	✓	✓	✓		Parks & Public Works	Parks & Public Works	N/A	Ongoing	Construction Phase	Pat Fry	2023 Sidewalk Repair & Replacements were completed by January 2024. A 2024 replacement list is currently being generated	https://www.snoqualmieva.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
Community Center Expansion Project	✓	✓	✓	✓			Parks & Public Works	Parks & Public Works	Jun-23	Oct-25	Concluding Design Development phase.	Jeff Hamlin	Permit documents have been submitted to the agencies. Design Development phase will be complete in early April followed by issuance of a Guaranteed Max Price (GMP) by mid-April 2024. Funding and Stakeholder development activities continue. Construction expected to begin in Summer of 2024, pending Council approval.	https://www.snoqualmieva.gov/639/Community-Center-Expansion
Snoqualmie Parkway Pavement Overlay			✓	✓			Parks & Public Works	Parks & Public Works	Jun-23	May-24	Completed	Hind Ahmed	Grind and overlay activities are complete. Project closeout anticipated for May 2024 due to lead time on PPB parts	https://www.snoqualmieva.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
City Hall Stairway Repair Project			✓		✓		Parks & Public Works	Parks & Public Works	May-23	Oct-23	Completed	Pat Fry	City Hall Stairway Rehabilitation project is Complete	https://www.snoqualmieva.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	Completed	Pat Fry	Boiler Replacement Project is complete	

Council Priorities

Topic	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	Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
Capital Improvement Plan (CIP)	√	√	√	√	√	√	Parks & Public Works	Parks & Public Works	Aug-23	Dec-23	CIP development 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.snoqualmiewa.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	Ongoing	Ongoing	Preparation and submittal of plans, designs, and reports as required by permit conditions.	Andrew Vining	The next application for permit renewal will occur December 2025 to include capacity increase. On-going work is underway on permit required deliverables including updating O&M plans, planning reclaimed water distribution system improvements, and preparing an effluent mixing zone study.	https://www.snoqualmiewa.gov/559/Water-Reclamation-Facility
Water Reclamation Facility Phase 3			√		√	√	Parks & Public Works	Parks & Public Works	Jun-23	Jun-25	Construction Phase - Oxidation Ditches	Andrew Vining	Construction began July 2023. The new process will startup in summer 2024 and construction completion is anticipated in early 2025.	https://www.snoqualmiewa.gov/1026/Water-Reclamation-Facility-Phase-3-Impro
Road Pavement Marking Program			√				Parks & Public Works	Parks & Public Works	Mar-23	Oct-23	Completed	Hind Ahmed	King County crews began work in July 2023 and restriped crosswalks, centerlines, and stop bars throughout the City.	
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.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
Inclusive Park/Playground Improvements (Centennial Park)		√	√	√			Parks & Public Works	Parks & Public Works	Jun-23	Dec-23	Construction Phase - Punch List	Dylan Gamble	Construction began October 2, 2023; estimated 3 month duration to completion	https://www.snoqualmiewa.gov/CivicAlerts.aspx?AID=1380

Council Priorities

Topic	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	Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
Urban Forestry - Street Tree Replacements (Autumn + Storm)		✓	✓	✓			Parks & Public Works	Parks & Public Works	Jun-23	Dec-23	Completed	Phil Bennett	Construction phase began in August 2023 and was completed in October 2023 for Autumn Avenue and locations damaged during 2023 windstorms. Staff are currently evaluating priority locations for next phase.	https://www.snoqualmieva.gov/247/Stormwater-Urban-Forestry-Division
Road Construction / Maintenance Outreach				✓			Parks & Public Works	Administration (Communications)	Ongoing	Ongoing	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

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								
Snoqualmie Parkway Pavement Overlay			√	√			Parks & Public Works	Parks & Public Works	Jun-23	May-24	Completed	Hind Ahmed		https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
City Hall Stairway Repair Project			√		√		Parks & Public Works	Parks & Public Works	May-23	Oct-23	Completed	Pat Fry		https://www.snoqualmiewa.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	Completed	Pat Fry		
Road Pavement Marking Program			√				Parks & Public Works	Parks & Public Works	Mar-23	Oct-23	2023 Completed	Hind Ahmed		
Inclusive Park/Playground Improvements (Centennial Park)		√	√	√			Parks & Public Works	Parks & Public Works	Jun-23	Dec-23	Completed	Dylan Gamble		https://www.snoqualmiewa.gov/CivicAlerts.aspx?AID=1380
Urban Forestry - Street Tree Replacements (Autumn + Storm)		√	√	√			Parks & Public Works	Parks & Public Works	Jun-23	Dec-23	Completed	Phil Bennett		https://www.snoqualmiewa.gov/247/Stormwater-Urban-Forestry-Division
2025-2030 Capital Improvement Plan		√	√	√	√	√	Parks & Public Works	P&PW/Finance	Jan-24	Aug-24	Developing the materials to share the Mayor's Proposed CIP with Council.	Dylan Gamble	The CIP guides the acquisition and improvement of park, transportation, facility, and utility infrastructure investments over a six-year period.	https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
Utility Rate Study		√	√	√	√	√	Parks & Public Works	P&PW/Finance	Feb-24	Aug-24	Collecting the necessary data to continue the analysis.	Dylan Gamble	The study will update the City's utility rate schedule for the next six-year period, including an assessment of revenues required to support anticipated operating and capital expenditures, a cost-of-service analysis, and a redesign of the rate structure to align fixed/base and volumetric charges with Council priorities.	
Pavement Management Program		√	√	√			Parks & Public Works	Parks & Public Works	Jun-23	Oct-24	2024 crack sealing, slurry seal and patch repair planed for Summer	Hind Ahmed	Mill Pond Road, Tokul, Mauntain Ave and Stone Quarry Road grind and overlay were completed in August .	https://www.snoqualmiewa.gov/733/Snoqualmie-Parkway-Rehab
Sidewalk Repair Program		√	√	√	√		Parks & Public Works	Parks & Public Works	N/A	Ongoing	Construction Phase	Pat Fry	2023 Sidewalk Repair & Replacements were completed by January 2024. A 2024 replacement list is currently being generated	https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
Road Pavement Marking Program			√				Parks & Public Works	Parks & Public Works	Mar-23	Oct-23	Ongoing	Hind Ahmed		

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								
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.	
Community Center Expansion Project	✓	✓	✓	✓			Parks & Public Works	Parks & Public Works	Jun-23	Oct-25	Concluding Design Development phase.	Jeff Hamlin	Permit documents have been submitted to the agencies. Design Development phase will be complete in early April followed by issuance of a Guaranteed Max Price (GMP) by mid-April 2024. Funding and Stakeholder development activities continue. Construction expected to begin in Summer of 2024, pending Council approval.	https://www.snoqualmiewa.gov/639/Community-Center-Expansion
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
Sandy Cove Park Revetment		✓		✓			Parks & Public Works	Parks & Public Works	Jul-23	Dec-24	Phase 1 Design	Dylan Gamble	Phase 1 Construction underway to stabilize Sandy Cove shoreline before winter flood season. Phase 2 anticipated to begin in Summer 2024.	https://www.snoqualmiewa.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	Ongoing	Ongoing	Preparation and submittal of plans, designs, and reports as required by permit conditions.	Andrew Vining	The next application for permit renewal will occur December 2025 to include capacity increase. On-going work is underway on permit required deliverables including updating O&M plans, planning reclaimed water distribution system improvements, and preparing an effluent mixing zone study.	https://www.snoqualmiewa.gov/559/Water-Reclamation-Facility
Water Reclamation Facility Phase 3			✓		✓	✓	Parks & Public Works	Parks & Public Works	Jun-23	Jun-25	Construction Phase - Oxidation Ditches	Andrew Vining	Construction began July 2023. The new process will startup in summer 2024 and construction completion is anticipated in early 2025.	https://www.snoqualmiewa.gov/1026/Water-Reclamation-Facility-Phase-3-Impro
Model Train Museum (Pacific West Rail)	✓	✓		✓			Parks & Public Works	Parks & Public Works, Community Development	Dec-22	Ongoing	Council action on 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 council continues meeting with tribal representative regarding the developing plans to build a museum to house the model train on city property.	https://www.snoqualmiewa.gov/1029/Model-Train-Museum-Park
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.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan
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
Construction / Maintenance Outreach				✓			Parks & Public Works	Administration (Communications)	Ongoing	Ongoing	News releases and social media outreach as needed	Danna McCall	Communications staff continues to inform the community about road conditions and closures.	



City of Snoqualmie

2023-2024 Council Priority Tracker

Parks & Public Works Committee

Council Priorities														
Topic	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	Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
Budget/CIP/Utility Rate Study	√	√	√			√	Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
ERP Asset Mgmt	√	√	√			√	Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
Community Center Expansion	√	√					Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
Aquifer Storage & Recovery (Source of Supply)	√	√				√	Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
384th Sewer Line Project	√	√	√			√	Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
Splashpad	√	√					Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
Water Reclamation Facility Phase III	√	√				√	Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
Sandy Cove Bank Restoration	√	√				√	Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
Sidewalk Improvement Program		√	√			√	Parks & Public Works	Parks & Public Works	Jun-25	Dec-25		Jeff Hamlin		
Pavement Management (Street Resurfacing)		√	√			√	Parks & Public Works	Parks & Public Works	Jun-25	Dec-25		Jeff Hamlin		
Town Center Phase III	√	√					Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
River Trail Project	√	√					Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
Playgrounds/Trails/Courts Replacement	√	√	√			√	Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
Class A Water Reservoir	√	√				√	Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
Environmental/Habitat restoration	√	√				√	Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
Facilities Improvements		√				√	Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
Pressure Zone Conversion	√	√				√	Parks & Public Works	Parks & Public Works	Jun-25	Dec-25		Jeff Hamlin		
Pressure Reducing Valve Improvements (refinement)	√	√				√	Parks & Public Works	Parks & Public Works	Jun-25	Dec-25		Jeff Hamlin		
Canyon Springs Treatment Station Improvements	√	√				√	Parks & Public Works	Parks & Public Works	Jun-25	Dec-25		Jeff Hamlin		
Urban Forestry Improvements	√	√				√	Parks & Public Works	Parks & Public Works	Jun-25	Dec-25		Jeff Hamlin		
Stormwater Pond Improvements		√				√	Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
Ridge Street Drainage Repair		√				√	Parks & Public Works	Parks & Public Works	Jun-25	Dec-25		Jeff Hamlin		
Kimball Creek Riparian Restoration		√				√	Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		
Mains Replacement (Combined Utility Work)	√	√				√	Parks & Public Works	Parks & Public Works	Jan-25	Dec-25		Jeff Hamlin		



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. Fee study planned by finance. Unknown as to date	
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.snoqualmieva.gov/538/Job-Opportunities
Fire Department Accreditation - Commission on Fire Accreditation International (CFAI)					√	√	Public Safety	Fire & Emergency Management	Jan-23	Mar-23	Accreditation granted August 2024	Mike Bailey	Completed	https://www.snoqualmieva.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	Postponed due to project workload. Plan to begin training mid 2024	
Comprehensive Emergency Management Plan (CEMP)					√		Public Safety	Fire & Emergency Management	Jun-23	Dec-23	Draft reviewed b state EM. Waiting for comments back from consultant	Mike Bailey	The CEMP establishes procedures to prepare for emergencies as well as the management structure employed in coordinating and managing responses to emergencies.	



City of Snoqualmie

2023-2024 Council Priority Tracker

Public Safety Committee

Council Priorities

Topic	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	Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
Accreditation	✓	✓					Public Safety	Fire				Mike Bailey	Completed 12/24	
Strategic Plan	✓	✓				✓	Public Safety	Fire				Mike Bailey	Completed 12/24	
EOC		✓				✓	Public Safety	Fire	Mar-25	Dec-25		Mike Bailey		
Budget	✓	✓				✓	Public Safety	Fire				Mike Bailey	Completed 12/24	
IAFF Contract	✓	✓				✓	Public Safety	Fire				Mike Bailey	Completed 12/24	
Wildland Evaluation		✓				✓	Public Safety	Fire	Aug-25	Dec-25		Mike Bailey		
Apparatus (pickup ordered. New engine due Oct 2024)		✓				✓	Public Safety	Fire		Apr-25		Mike Bailey		
NB Contract	✓	✓				✓	Public Safety	Police	Ongoing	Ongoing		GHorejsi@snoqualmiewa.gov		
Budget	✓					✓	Public Safety	Police				GHorejsi@snoqualmiewa.gov	Completed 12/24	
SPA Contract	✓					✓	Public Safety	Police				GHorejsi@snoqualmiewa.gov	Completed 12/24	
LEMAP						✓	Public Safety	Police				GHorejsi@snoqualmiewa.gov	Completed 12/24	
Accreditation						✓	Public Safety	Police	Ongoing	Ongoing		GHorejsi@snoqualmiewa.gov		
Construction on Evidence Room						✓	Public Safety	Police	Mar-25	Apr-25		GHorejsi@snoqualmiewa.gov		
ILA's for Sunnyside and Yakima Jail						✓	Public Safety	Police				GHorejsi@snoqualmiewa.gov	Completed 3/25	
Update City Parking Ordinance	✓	✓					Public Safety	Police	Mar-25	Dec-25		GHorejsi@snoqualmiewa.gov		
Department Strategic Plan	✓	✓				✓	Public Safety	Police	Mar-25	Dec-25		GHorejsi@snoqualmiewa.gov		
ILA - DV Advocate		✓				✓	Public Safety	Police	Mar-25	Dec-25		GHorejsi@snoqualmiewa.gov		
LEMAP-Purging of found property & closed case evidence		✓				✓	Public Safety	Police	Mar-25	Dec-25		GHorejsi@snoqualmiewa.gov		
LEMAP-Scanning and Purging of department case records		✓				✓	Public Safety	Police	Mar-25	Dec-25		GHorejsi@snoqualmiewa.gov		
LEMAP-Continue updating policy		✓				✓	Public Safety	Police	Mar-25	Dec-25		GHorejsi@snoqualmiewa.gov		
LEMAP- Career Level Cert - First, Mid and Exec Level		✓				✓	Public Safety	Police	Mar-25	Dec-25		GHorejsi@snoqualmiewa.gov		