



## **CITY COUNCIL RETREAT - SPECIAL MEETING**

**Friday, March 28, 2025 @ 8:30 AM**

**Meadowbrook Interpretive Center**

**1711 Boalch Ave NW, North Bend, WA**

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### **MAYOR & COUNCIL MEMBERS**

Mayor Katherine Ross

Councilmembers: Ethan Benson, Cara Christensen,  
Catherine Cotton, Bryan Holloway, Jo Johnson,  
Louis Washington, and Robert Wotton

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*Please be advised that while this is an open public meeting and the public is welcome to attend,  
there will be no opportunity for public comments or participation.*

**COFFEE AND MINGLING - 8:30 am to 9:00 am**

**CALL TO ORDER & ROLL CALL - 9:00 am**

**AGENDA APPROVAL**

### **SPECIAL BUSINESS**

1. **Strategic Plan: 9:00 am to 12:00 pm**
2. **Working Lunch and Review of Council Priorities: 12:00 pm to 2:00 pm**
3. **Tour of Splashpad: 2:30**
4. **Tour of Water Reclamation Facility: 3:00**

**ADJOURNMENT**

| Finance  |       |                          |                           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|-------|--------------------------|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Snoqualmie Tribe Fee-for-Service                       | 1,2,4 | Negotiations Continue    | Admin/Finance/Fire/Police |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| North Bend Police Services Agreement                   | 1,2,4 | Negotiations Continue    | Admin/Finance/Police      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ERP Project - Phase 1 Financials                       | 1,4   |                          | All                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ERP Project - Phase 2 Human Capital Management         | 1,4   | Documentation, Close Out | All                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ERP Project - Phase 3 Utility Billing & Revenue        | 1,4   |                          | Finance/P&PW              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Financial Reporting (SAO) (2024)                       | 4     | Ongoing                  | Finance                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Financial & Accountability Audits (2022, 2023, & 2024) | 4     | Ongoing                  | Finance                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Financial Procedures Manual & Internal Controls        | 4     |                          | Finance                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Payroll Recalculations & Corrections                   | 4     |                          | Finance                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Purchasing Card Program                                | 4     |                          | Finance                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Enhanced Revenue Management & Oversight                | 4     |                          | Finance/CD                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Utility Rate Study                                     | 3,4   | Ongoing                  | P&PW/Finance              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Comprehensive Fee Study                                | 1,3,4 | RFP Issued               | All                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B&O Tax Audit  | 1,4   |                          | Finance                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Square Footage Tax                                     | 1,4   |                          | Finance                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Cable Franchise Agreement                              | 1,4   |                          | Admin/Finance/P&PW        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Revenue Bond Issuance                                  | 4     |                          | Finance/P&PW              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Internal Cost Allocation Plan                          | 4     |                          | Finance                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Budget Reporting/Financial Transparency                | 4     | Ongoing                  | Finance                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |



# 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.   | <a href="https://www.snoqualmiewa.gov/888/Snoqualmie-Mill-PC-Plan">https://www.snoqualmiewa.gov/888/Snoqualmie-Mill-PC-Plan</a>   |
| 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.  | <a href="https://www.snoqualmiewa.gov/893/Affordable-Housing">https://www.snoqualmiewa.gov/893/Affordable-Housing</a>   |
| 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.   | <a href="https://www.railwaypreservation.com/vintagetrolley/issaquah.htm">https://www.railwaypreservation.com/vintagetrolley/issaquah.htm</a>   |
| 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.  | <a href="https://trainmuseum.org/visit/railway-history-campus/">https://trainmuseum.org/visit/railway-history-campus/</a>   |
| 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.   | <a href="https://www.fema.gov/floodplain-management/community-rating-system">https://www.fema.gov/floodplain-management/community-rating-system</a>   |
| 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 |   | <a href="https://www.snoqualmiewa.gov/997/Comprehensive-Plan-Update-2044">https://www.snoqualmiewa.gov/997/Comprehensive-Plan-Update-2044</a>   |
| 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. | <a href="https://www.snoqualmiewa.gov/DocumentCenter/View/37666/Snoqualmie-Growth-Targets-Analysis">https://www.snoqualmiewa.gov/DocumentCenter/View/37666/Snoqualmie-Growth-Targets-Analysis</a>   |
| 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   | <a href="https://mccmeetingspublic.blob.core.usgovcloudapi.net/snoqualmwa-meet-abf957347ef5465ca1072ce780fdd509/ITEM-Attachment-001-bc579b186bd846b9883f1e0906853ca4.pdf">https://mccmeetingspublic.blob.core.usgovcloudapi.net/snoqualmwa-meet-abf957347ef5465ca1072ce780fdd509/ITEM-Attachment-001-bc579b186bd846b9883f1e0906853ca4.pdf</a> |
| 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.   | <a href="https://www.snoqualmiewa.gov/1017/Middle-Housing">https://www.snoqualmiewa.gov/1017/Middle-Housing</a>   |
| 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.  | <a href="https://www.snoqualmiewa.gov/583/Human-Services">https://www.snoqualmiewa.gov/583/Human-Services</a>   |



# City of Snoqualmie

## 2023-2024 Council Priority Tracker

### Community Development Committee

Item 2.

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



# City of Snoqualmie

## 2023-2024 Council Priority Tracker

Item 2.

### 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   | <a href="#">Danna McCall</a> | Communications staff is working on a campaign to promote local businesses.  | <a href="#">2023-2024</a>   |
| Snoqualmie Tribe Fee for Service Agreement                              |                             |                                 | ✓   |                         |                         | ✓  | Finance & Administration | Administration                  | Apr-23     | Ongoing  | Continue discussions with the Snoqualmie Tribe  | <a href="#">Mayor Ross</a>   | City representatives have met with the Snoqualmie Tribe to discuss a possible agreement regarding City services and associated fees. Discussions are ongoing.   | <a href="#">2023-2024</a>   |
| 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  | <a href="#">Danna McCall</a> | 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.  | <a href="https://www.snoqualmiewa.gov/603/Community-Surveys">https://www.snoqualmiewa.gov/603/Community-Surveys</a>   |
| 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                               | <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.   | <a href="#">2023-2024</a>   |
| Citywide Employee Identification Badges                                 |                             |                                 |   | ✓                       | ✓                       | ✓  | Finance & Administration | 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 appropriate City facilities for each department.   | <a href="#">2023-2024</a>   |
| 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                                    | <a href="#">Krista Hintz</a> | 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.  | <a href="https://wacities.org/data-resources/city-awards/wellcity-awards">https://wacities.org/data-resources/city-awards/wellcity-awards</a>   |
| Ground Emergency Medical Transportation (GEMT)                          |                             |                                 |   |                         |                         | ✓  | Finance & Administration | Finance                         | 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 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. | <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 (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                                       | <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 citywide financial performance metrics.   | <a href="#">2023-2024</a>   |
| Enterprise Resource Planning (ERP) System Implementation (Tyler/Munis)  |                             |                                 |   | ✓                       |                         | ✓  | Finance & Administration | Finance                         | Jan-23     | Dec-23   | Finance Software Implementation<br>HR & Payroll Implementation<br>Utility Billing Implementation<br>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="#">2023-2024</a>   |
| Financial Forecasting Tools   |                             |                                 |   |                         |                         | ✓  | Finance & Administration | Finance                         | Jan-23     | Ongoing  | Build a long-term financial model   | <a href="#">Jen Ferguson</a> | 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.   | <a href="#">2023-2024</a>   |

| Topic  | Council Priorities          |                                 |   |                         |                         |  | Council Committee        | Department | Start Date | End Date | Next Steps  | Contact                         | Notes   | Hyperlinks (if available)   | Item 2.   |  |
|--|-----------------------------|---------------------------------|---|-------------------------|-------------------------|--|--------------------------|------------|------------|----------|---|---------------------------------|---|---|-----------|--|
|  | 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 |                          |            |            |          |   |                                 |   |   |           |  |
| Citywide Asset Inventory   |                             |                                 |   |                         |                         | ✓  | Finance & Administration | Finance    | 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 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                               | <a href="#">All Departments</a> | 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    | <a href="#">Deana Dean</a>      | 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                                   | <a href="#">Tami Wood</a>       | The City is in the process of transferring to using the Washington State 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> | 2023-2024 |  |
| Comprehensive City Rate and Fee Study  |                             |                                 |   |                         |                         | ✓  | Finance & Administration | Finance    | 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 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 | <a href="#">Jen Ferguson</a>    | 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**

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

| Topic                                   | Council Priorities          |                                 |   |                         |                         |  | Council Committee        | Department             | Start Date | End Date | Next Steps | Contact  | Notes | Hyperlinks (if available) | Item 2. |
|---|-----------------------------|---------------------------------|---|-------------------------|-------------------------|--|--------------------------|------------------------|------------|----------|------------|--|-------|---------------------------|---------|
|   | 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   |            | <a href="mailto:DBouta@snoqualmiewa.gov">DBouta@snoqualmiewa.gov</a>         |       |                           |         |
| Cable Franchise Agreement               | √                           |                                 |   |                         |                         | √  | Finance & Administration | Finance                | Jul-25     | Dec-25   |            | <a href="mailto:DBouta@snoqualmiewa.gov">DBouta@snoqualmiewa.gov</a>         |       |                           |         |
| Revenue Bond Issuance                   |                             |                                 |   |                         |                         | √  | Finance & Administration | Finance                | Oct-25     | Dec-25   |            | <a href="mailto:DBouta@snoqualmiewa.gov">DBouta@snoqualmiewa.gov</a>         |       |                           |         |
| Internal Cost Allocation Plan           |                             |                                 |   |                         |                         | √  | Finance & Administration | Finance                | Jul-25     | Dec-25   |            | <a href="mailto:DBouta@snoqualmiewa.gov">DBouta@snoqualmiewa.gov</a>         |       |                           |         |
| Budget Reporting/Financial Transparency |                             |                                 |   |                         |                         | √  | Finance & Administration | Finance                | Feb-25     | Sep-25   |            | <a href="mailto:DBouta@snoqualmiewa.gov">DBouta@snoqualmiewa.gov</a>         |       |                           |         |
| Budget & Staffing Plans                 | √                           | √                               |   |                         |                         | √  | Finance & Administration | Administration         | Ongoing    | Ongoing  |            | <a href="mailto:MChambless@snoqualmiewa.gov">MChambless@snoqualmiewa.gov</a> |       |                           |         |
| Staffing & Recruiting                   | √                           | √                               |   |                         |                         | √  | Finance & Administration | Administration         | Ongoing    | Ongoing  |            | <a href="mailto:MChambless@snoqualmiewa.gov">MChambless@snoqualmiewa.gov</a> |       |                           |         |
| ERP HR Module                           |                             |                                 |   |                         |                         | √  | Finance & Administration | Administration         | Ongoing    | Ongoing  |            | <a href="mailto:MChambless@snoqualmiewa.gov">MChambless@snoqualmiewa.gov</a> |       |                           |         |
| Personnel Policy Update                 |                             |                                 |   |                         |                         | √  | Finance & Administration | Administration         | Ongoing    | Ongoing  |            | <a href="mailto:MChambless@snoqualmiewa.gov">MChambless@snoqualmiewa.gov</a> |       |                           |         |
| Training Program                        |                             |                                 |   |                         |                         | √  | Finance & Administration | Administration         | Ongoing    | Ongoing  |            | <a href="mailto:MChambless@snoqualmiewa.gov">MChambless@snoqualmiewa.gov</a> |       |                           |         |
| Wellness/Safety Committee               |                             |                                 |   |                         |                         | √  | Finance & Administration | Administration         | Ongoing    | Ongoing  |            | <a href="mailto:MChambless@snoqualmiewa.gov">MChambless@snoqualmiewa.gov</a> |       |                           |         |
| Council Chambers AV Upgrade             | √                           |                                 |   |                         |                         | √  | Finance & Administration | Information Technology | Dec-24     | Jan-25   |            | <a href="mailto:FLacroix@snoqualmiewa.gov">FLacroix@snoqualmiewa.gov</a>     |       |                           |         |
| Network Infrastructure Modernization    |                             |                                 |   |                         |                         | √  | Finance & Administration | Information Technology | Jan-25     | Sep-25   |            | <a href="mailto:FLacroix@snoqualmiewa.gov">FLacroix@snoqualmiewa.gov</a>     |       |                           |         |
| Firewall and VPN Upgrade                |                             |                                 |   |                         |                         | √  | Finance & Administration | Information Technology | Jan-25     | Sep-25   |            | <a href="mailto:FLacroix@snoqualmiewa.gov">FLacroix@snoqualmiewa.gov</a>     |       |                           |         |
| Wi-Fi Upgrade                           |                             |                                 |   |                         |                         | √  | Finance & Administration | Information Technology | Jan-25     | Jan-25   |            | <a href="mailto:FLacroix@snoqualmiewa.gov">FLacroix@snoqualmiewa.gov</a>     |       |                           |         |
| Computer Security Audit                 |                             |                                 |   |                         |                         | √  | Finance & Administration | Information Technology | Ongoing    | Ongoing  |            | <a href="mailto:FLacroix@snoqualmiewa.gov">FLacroix@snoqualmiewa.gov</a>     |       |                           |         |
| Server Upgrades                         |                             |                                 |   |                         |                         | √  | Finance & Administration | Information Technology | Apr-25     | Dec-25   |            | <a href="mailto:FLacroix@snoqualmiewa.gov">FLacroix@snoqualmiewa.gov</a>     |       |                           |         |
| Fiber Undergrounding Tokul              |                             |                                 |   |                         |                         | √  | Finance & Administration | Information Technology | Mar-25     | Dec-25   |            | <a href="mailto:FLacroix@snoqualmiewa.gov">FLacroix@snoqualmiewa.gov</a>     |       |                           |         |





# 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   | <a href="#">Danna McCall</a>     | 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  | <a href="#">Mayor Ross</a>       | 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  | <a href="#">Danna McCall</a>     | 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.   | <a href="https://www.snoqualmie.gov/603/Community-Surveys">https://www.snoqualmie.gov/603/Community-Surveys</a> |
| City Network Improvements   |                             |                                 | ✓   | ✓                       | ✓                       | ✓  | Finance & Administration | Information Technology          | TBD        | TBD      | Implement IT Assessment from Berry Dunn   | <a href="#">Fletcher Lacroix</a> | 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   | <a href="#">Drew Bouta</a>       | 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. | <a href="#">Drew Bouta</a>       | 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.   | <a href="#">Drew Bouta</a>       | 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.  | <a href="#">Drew Bouta</a>       | 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.   | <a href="#">Drew Bouta</a>       | 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").                      | <a href="#">Drew Bouta</a>       | 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").   |   |



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

|   |   |   |  |  |  |   |                          |                        |         |         |  |  |  |  |         |
|---|---|---|--|--|--|---|--------------------------|------------------------|---------|---------|--|--|--|--|---------|
| Budget Reporting/Financial Transparency |   |   |  |  |  | ✓ | Finance & Administration | Finance                | Feb-25  | Sep-25  |  | <a href="mailto:DBouta@snoqualmiewa.gov">DBouta@snoqualmiewa.gov</a>         |  |  | Item 2. |
| Budget & Staffing Plans                 | ✓ | ✓ |  |  |  | ✓ | Finance & Administration | Administration         | Ongoing | Ongoing |  | <a href="mailto:MChambless@snoqualmiewa.gov">MChambless@snoqualmiewa.gov</a> |  |  |         |
| Staffing & Recruiting                   | ✓ | ✓ |  |  |  | ✓ | Finance & Administration | Administration         | Ongoing | Ongoing |  | <a href="mailto:MChambless@snoqualmiewa.gov">MChambless@snoqualmiewa.gov</a> |  |  |         |
| ERP HR Module                           |   |   |  |  |  | ✓ | Finance & Administration | Administration         | Ongoing | Ongoing |  | <a href="mailto:MChambless@snoqualmiewa.gov">MChambless@snoqualmiewa.gov</a> |  |  |         |
| Personnel Policy Update                 |   |   |  |  |  | ✓ | Finance & Administration | Administration         | Ongoing | Ongoing |  | <a href="mailto:MChambless@snoqualmiewa.gov">MChambless@snoqualmiewa.gov</a> |  |  |         |
| Training Program                        |   |   |  |  |  | ✓ | Finance & Administration | Administration         | Ongoing | Ongoing |  | <a href="mailto:MChambless@snoqualmiewa.gov">MChambless@snoqualmiewa.gov</a> |  |  |         |
| Wellness/Safety Committee               |   |   |  |  |  | ✓ | Finance & Administration | Administration         | Ongoing | Ongoing |  | <a href="mailto:MChambless@snoqualmiewa.gov">MChambless@snoqualmiewa.gov</a> |  |  |         |
| Council Chambers AV Upgrade             | ✓ |   |  |  |  | ✓ | Finance & Administration | Information Technology | Dec-24  | Jan-25  |  | <a href="mailto:FLacroix@snoqualmiewa.gov">FLacroix@snoqualmiewa.gov</a>     |  |  |         |
| Network Infrastructure Modernization    |   |   |  |  |  | ✓ | Finance & Administration | Information Technology | Jan-25  | Sep-25  |  | <a href="mailto:FLacroix@snoqualmiewa.gov">FLacroix@snoqualmiewa.gov</a>     |  |  |         |
| Firewall and VPN Upgrade                |   |   |  |  |  | ✓ | Finance & Administration | Information Technology | Jan-25  | Sep-25  |  | <a href="mailto:FLacroix@snoqualmiewa.gov">FLacroix@snoqualmiewa.gov</a>     |  |  |         |
| Wi-Fi Upgrade                           |   |   |  |  |  | ✓ | Finance & Administration | Information Technology | Jan-25  | Jan-25  |  | <a href="mailto:FLacroix@snoqualmiewa.gov">FLacroix@snoqualmiewa.gov</a>     |  |  |         |
| Computer Security Audit                 |   |   |  |  |  | ✓ | Finance & Administration | Information Technology | Ongoing | Ongoing |  | <a href="mailto:FLacroix@snoqualmiewa.gov">FLacroix@snoqualmiewa.gov</a>     |  |  |         |
| Server Upgrades                         |   |   |  |  |  | ✓ | Finance & Administration | Information Technology | Apr-25  | Dec-25  |  | <a href="mailto:FLacroix@snoqualmiewa.gov">FLacroix@snoqualmiewa.gov</a>     |  |  |         |
| Fiber Undergrounding Tokul              |   |   |  |  |  | ✓ | Finance & Administration | Information Technology | Mar-25  | Dec-25  |  | <a href="mailto:FLacroix@snoqualmiewa.gov">FLacroix@snoqualmiewa.gov</a>     |  |  |         |
|   |   |   |  |  |  |   |                          |                        |         |         |  |  |  |  |         |
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|   |   |   |  |  |  |   |                          |                        |         |         |  |  |  |  |         |



# City of Snoqualmie

## 2023-2024 Council Priority Tracker

### Parks & Public Works Committee

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|--------------------|
| 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)   |
|--|-----------------------------|---------------------------------|---|-------------------------|-------------------------|--|----------------------|---|------------|----------|---|---|--|---|
| 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 | <a href="mailto:Emily.Arteche@cityofsnoqualmie.gov">Emily Arteche</a> | 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. | <a href="https://www.snoqualmieva.gov/1029/Model-Train-Museum-Park">https://www.snoqualmieva.gov/1029/Model-Train-Museum-Park</a> |

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<br>2024 crack sealing, slurry seal and patch repair planned for Summer | <a href="#">Hind Ahmed</a>   | Mill Pond Road, Tokul, Mountain Ave and Stone Quarry Road grind and overlay were completed in August .  | <a href="https://www.snoqualmieva.gov/733/Snoqualmie-Parkway-Rehab">https://www.snoqualmieva.gov/733/Snoqualmie-Parkway-Rehab</a>   |
| Riverwalk Project                                      | ✓                           | ✓                               | ✓   | ✓                       |                         |  | Community Development | Community Development | May-23     | Dec-25   | Design Phase  | <a href="#">Dylan Gamble</a> | Pre-design began in Summer 2023; Final design anticipated for completion in Spring 2024.  | <a href="https://www.snoqualmieva.gov/891/Riverwalk">https://www.snoqualmieva.gov/891/Riverwalk</a>   |
| Sandy Cove Park Revetment                              |                             | ✓                               |   | ✓                       |                         |  | Parks & Public Works  | Parks & Public Works  | Jul-23     | Dec-24   | Phase 1 Design  | <a href="#">Dylan Gamble</a> | Phase 1 Construction underway to stabilize Sandy Cove shoreline before winter flood season. Phase 2 anticipated to begin in Summer 2024.  | <a href="https://www.snoqualmieva.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmieva.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a> |
| Sidewalk Repair Program                                |                             | ✓                               | ✓   | ✓                       | ✓                       |  | Parks & Public Works  | Parks & Public Works  | N/A        | Ongoing  | Construction Phase  | <a href="#">Pat Fry</a>      | 2023 Sidewalk Repair & Replacements were completed by January 2024. A 2024 replacement list is currently being generated  | <a href="https://www.snoqualmieva.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmieva.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a> |
| Community Center Expansion Project                     | ✓                           | ✓                               | ✓   | ✓                       |                         |  | Parks & Public Works  | Parks & Public Works  | Jun-23     | Oct-25   | Concluding Design Development phase.  | <a href="#">Jeff Hamlin</a>  | 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. | <a href="https://www.snoqualmieva.gov/639/Community-Center-Expansion">https://www.snoqualmieva.gov/639/Community-Center-Expansion</a>   |
| Snoqualmie Parkway Pavement Overlay                    |                             |                                 | ✓   | ✓                       |                         |  | Parks & Public Works  | Parks & Public Works  | Jun-23     | May-24   | Completed   | <a href="#">Hind Ahmed</a>   | Grind and overlay activities are complete. Project closeout anticipated for May 2024 due to lead time on PPB parts  | <a href="https://www.snoqualmieva.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmieva.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a> |
| City Hall Stairway Repair Project                      |                             |                                 | ✓   |                         | ✓                       |  | Parks & Public Works  | Parks & Public Works  | May-23     | Oct-23   | Completed   | <a href="#">Pat Fry</a>      | City Hall Stairway Rehabilitation project is Complete   | <a href="https://www.snoqualmieva.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmieva.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a> |
| Fire Station Improvements (Boiler Replacement Project) |                             |                                 | ✓   |                         |                         |  | Parks & Public Works  | Parks & Public Works  | Jul-23     | Sep-23   | Completed   | <a href="#">Pat Fry</a>      | 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  | <a href="#">Dylan Gamble</a>  | Staff will coordinate with the Finance Department to update the CIP to incorporate results of the upcoming comprehensive rate and fee study.   | <a href="https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a> |
| 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. | <a href="#">Andrew Vining</a> | 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. | <a href="https://www.snoqualmiewa.gov/559/Water-Reclamation-Facility">https://www.snoqualmiewa.gov/559/Water-Reclamation-Facility</a>   |
| Water Reclamation Facility Phase 3  |                             |                                 | √   |                         | √                       | √  | Parks & Public Works | Parks & Public Works | Jun-23     | Jun-25   | Construction Phase - Oxidation Ditches   | <a href="#">Andrew Vining</a> | Construction began July 2023. The new process will startup in summer 2024 and construction completion is anticipated in early 2025.  | <a href="https://www.snoqualmiewa.gov/1026/Water-Reclamation-Facility-Phase-3-Impro">https://www.snoqualmiewa.gov/1026/Water-Reclamation-Facility-Phase-3-Impro</a>                               |
| Road Pavement Marking Program   |                             |                                 | √   |                         |                         |  | Parks & Public Works | Parks & Public Works | Mar-23     | Oct-23   | Completed  | <a href="#">Hind Ahmed</a>    | 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  | <a href="#">Nicole Wiebe</a>  | 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   | <a href="#">Jeff Hamlin</a>   | The feasibility study is funded by a grant from Dept of Ecology's Stream Restoration Program.  | <a href="https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a> |
| Inclusive Park/Playground Improvements (Centennial Park)                                    |                             | √                               | √   | √                       |                         |  | Parks & Public Works | Parks & Public Works | Jun-23     | Dec-23   | Construction Phase - Punch List  | <a href="#">Dylan Gamble</a>  | Construction began October 2, 2023; estimated 3 month duration to completion   | <a href="https://www.snoqualmiewa.gov/CivicAlerts.aspx?AID=1380">https://www.snoqualmiewa.gov/CivicAlerts.aspx?AID=1380</a>   |

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  | <a href="mailto:Phil.Bennett@cityofsnou.com">Phil Bennett</a> | 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.   | <a href="https://www.snoqualmieva.gov/247/Stormwater-Urban-Forestry-Division">https://www.snoqualmieva.gov/247/Stormwater-Urban-Forestry-Division</a>   |
| Road Construction / Maintenance Outreach                   |                             |                                 |   | ✓                       |                         |  | Parks & Public Works | Administration (Communications) | Ongoing    | Ongoing  | News releases and social media outreach as needed                            | <a href="mailto:Danna.McCall@cityofsnou.com">Danna McCall</a> | 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. | <a href="mailto:Matt.Hedger@cityofsnou.com">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> |



# 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  | <a href="#">Hind Ahmed</a>   | <a href="https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a>   |                           |
| City Hall Stairway Repair Project                          |                             |                                 | √   |                         | √                       |  | Parks & Public Works | Parks & Public Works | May-23     | Oct-23   | Completed  | <a href="#">Pat Fry</a>      | <a href="https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a>   |                           |
| Fire Station Improvements (Boiler Replacement Project)     |                             |                                 | √   |                         |                         |  | Parks & Public Works | Parks & Public Works | Jul-23     | Sep-23   | Completed  | <a href="#">Pat Fry</a>      |   |                           |
| Road Pavement Marking Program                              |                             |                                 | √   |                         |                         |  | Parks & Public Works | Parks & Public Works | Mar-23     | Oct-23   | 2023 Completed   | <a href="#">Hind Ahmed</a>   |   |                           |
| Inclusive Park/Playground Improvements (Centennial Park)   |                             | √                               | √   | √                       |                         |  | Parks & Public Works | Parks & Public Works | Jun-23     | Dec-23   | Completed  | <a href="#">Dylan Gamble</a> | <a href="https://www.snoqualmiewa.gov/CivicAlerts.aspx?AID=1380">https://www.snoqualmiewa.gov/CivicAlerts.aspx?AID=1380</a>   |                           |
| Urban Forestry - Street Tree Replacements (Autumn + Storm) |                             | √                               | √   | √                       |                         |  | Parks & Public Works | Parks & Public Works | Jun-23     | Dec-23   | Completed  | <a href="#">Phil Bennett</a> | <a href="https://www.snoqualmiewa.gov/247/Stormwater-Urban-Forestry-Division">https://www.snoqualmiewa.gov/247/Stormwater-Urban-Forestry-Division</a>   |                           |
| 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. | <a href="#">Dylan Gamble</a> | The CIP guides the acquisition and improvement of park, transportation, facility, and utility infrastructure investments over a six-year period.<br><a href="https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a> |                           |
| Utility Rate Study   |                             | √                               | √   | √                       | √                       | √  | Parks & Public Works | P&PW/Finance         | Feb-24     | Aug-24   | Collecting the necessary data to continue the analysis.                  | <a href="#">Dylan Gamble</a> | 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       | <a href="#">Hind Ahmed</a>   | Mill Pond Road, Tokul, Mauntain Ave and Stone Quarry Road grind and overlay were completed in August .<br><a href="https://www.snoqualmiewa.gov/733/Snoqualmie-Parkway-Rehab">https://www.snoqualmiewa.gov/733/Snoqualmie-Parkway-Rehab</a>   |                           |
| Sidewalk Repair Program                                    |                             | √                               | √   | √                       | √                       |  | Parks & Public Works | Parks & Public Works | N/A        | Ongoing  | Construction Phase   | <a href="#">Pat Fry</a>      | 2023 Sidewalk Repair & Replacements were completed by January 2024. A 2024 replacement list is currently being generated<br><a href="https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a>                         |                           |
| Road Pavement Marking Program                              |                             |                                 | √   |                         |                         |  | Parks & Public Works | Parks & Public Works | Mar-23     | Oct-23   | Ongoing  | <a href="#">Hind Ahmed</a>   |   |                           |

| 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  | <a href="#">Nicole Wiebe</a>  | 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.   | <a href="#">Jeff Hamlin</a>   | 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.   | <a href="https://www.snoqualmiewa.gov/639/Community-Center-Expansion">https://www.snoqualmiewa.gov/639/Community-Center-Expansion</a>   |
| Riverwalk Project   | ✓                           | ✓                               | ✓   | ✓                       |                         |  | Community Development | Community Development                       | May-23     | Dec-25   | Design Phase   | <a href="#">Dylan Gamble</a>  | Pre-design began in Summer 2023; Final design anticipated for completion in Spring 2024.  | <a href="https://www.snoqualmiewa.gov/891/Riverwalk">https://www.snoqualmiewa.gov/891/Riverwalk</a>   |
| Sandy Cove Park Revetment   |                             | ✓                               |   | ✓                       |                         |  | Parks & Public Works  | Parks & Public Works                        | Jul-23     | Dec-24   | Phase 1 Design   | <a href="#">Dylan Gamble</a>  | Phase 1 Construction underway to stabilize Sandy Cove shoreline before winter flood season. Phase 2 anticipated to begin in Summer 2024.  | <a href="https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a>                           |
| 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. | <a href="#">Andrew Vining</a> | 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.  | <a href="https://www.snoqualmiewa.gov/559/Water-Reclamation-Facility">https://www.snoqualmiewa.gov/559/Water-Reclamation-Facility</a>   |
| Water Reclamation Facility Phase 3  |                             |                                 | ✓   |                         | ✓                       | ✓  | Parks & Public Works  | Parks & Public Works                        | Jun-23     | Jun-25   | Construction Phase - Oxidation Ditches   | <a href="#">Andrew Vining</a> | Construction began July 2023. The new process will startup in summer 2024 and construction completion is anticipated in early 2025.   | <a href="https://www.snoqualmiewa.gov/1026/Water-Reclamation-Facility-Phase-3-Impro">https://www.snoqualmiewa.gov/1026/Water-Reclamation-Facility-Phase-3-Impro</a>   |
| 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  | <a href="#">Emily Arteche</a> | 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.  | <a href="https://www.snoqualmiewa.gov/1029/Model-Train-Museum-Park">https://www.snoqualmiewa.gov/1029/Model-Train-Museum-Park</a>   |
| Aquifer Storage and Recovery  |                             |                                 | ✓   |                         | ✓                       | ✓  | Parks & Public Works  | Parks & Public Works                        | Ongoing    | Ongoing  | Conduct Feasibility Study and Pilot Test program   | <a href="#">Jeff Hamlin</a>   | The feasibility study is funded by a grant from Dept of Ecology's Stream Restoration Program.   | <a href="https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan">https://www.snoqualmiewa.gov/DocumentCenter/View/35705/2023-2028-Capital-Improvement-Plan</a>                           |
| 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.               | <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> |
| Construction / Maintenance Outreach   |                             |                                 |   | ✓                       |                         |  | Parks & Public Works  | Administration (Communications)             | Ongoing    | Ongoing  | News releases and social media outreach as needed  | <a href="#">Danna McCall</a>  | Communications staff continues to inform the community about road conditions and closures.  |   |



# City of Snoqualmie

## 2023-2024 Council Priority Tracker

### Parks & Public Works Committee

Item 2.

| 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                 | <a href="#">Mike Bailey</a> | 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  | <a href="#">Mike Bailey</a> | 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                     | <a href="#">Brian Lynch</a> | 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               | <a href="#">Brian Lynch</a> | 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                            | <a href="#">Brian Lynch</a> | 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. | <a href="https://www.snoqualmieva.gov/538/Job-Opportunities">https://www.snoqualmieva.gov/538/Job-Opportunities</a>             |
| Fire Department Accreditation - Commission on Fire Accreditation International (CFAI) |                             |                                 |   |                         | √                       | √  | Public Safety     | Fire & Emergency Management | Jan-23     | Mar-23   | Accreditation granted August 2024                                    | <a href="#">Mike Bailey</a> | Completed   | <a href="https://www.snoqualmieva.gov/633/Accreditation-and-Plans">https://www.snoqualmieva.gov/633/Accreditation-and-Plans</a> |
| Emergency Operations Center (EOC) Support   |                             |                                 |   |                         | √                       |  | Public Safety     | Fire & Emergency Management | Sep-23     | Ongoing  | Schedule quarterly training with City staff for 2024                 | <a href="#">Mike Bailey</a> | 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 | <a href="#">Mike Bailey</a> | 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

Item 2.

### 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       |            |          |            | <a href="#">Mike Bailey</a>  | Completed 12/24 |                           |
| Strategic Plan   | ✓                           | ✓                               |   |                         |                         | ✓  | Public Safety     | Fire       |            |          |            | <a href="#">Mike Bailey</a>  | Completed 12/24 |                           |
| EOC  |                             | ✓                               |   |                         |                         | ✓  | Public Safety     | Fire       | Mar-25     | Dec-25   |            | <a href="#">Mike Bailey</a>  |                 |                           |
| Budget   | ✓                           | ✓                               |   |                         |                         | ✓  | Public Safety     | Fire       |            |          |            | <a href="#">Mike Bailey</a>  | Completed 12/24 |                           |
| IAFF Contract  | ✓                           | ✓                               |   |                         |                         | ✓  | Public Safety     | Fire       |            |          |            | <a href="#">Mike Bailey</a>  | Completed 12/24 |                           |
| Wildland Evaluation                                    |                             | ✓                               |   |                         |                         | ✓  | Public Safety     | Fire       | Aug-25     | Dec-25   |            | <a href="#">Mike Bailey</a>  |                 |                           |
| Apparatus (pickup ordered. New engine due Oct 2024)    |                             | ✓                               |   |                         |                         | ✓  | Public Safety     | Fire       |            | Apr-25   |            | <a href="#">Mike Bailey</a>  |                 |                           |
| NB Contract  | ✓                           | ✓                               |   |                         |                         | ✓  | Public Safety     | Police     | Ongoing    | Ongoing  |            | <a href="mailto:GHorejsi@snoqualmiewa.gov">GHorejsi@snoqualmiewa.gov</a> |                 |                           |
| Budget   | ✓                           |                                 |   |                         |                         | ✓  | Public Safety     | Police     |            |          |            | <a href="mailto:GHorejsi@snoqualmiewa.gov">GHorejsi@snoqualmiewa.gov</a> | Completed 12/24 |                           |
| SPA Contract   | ✓                           |                                 |   |                         |                         | ✓  | Public Safety     | Police     |            |          |            | <a href="mailto:GHorejsi@snoqualmiewa.gov">GHorejsi@snoqualmiewa.gov</a> | Completed 12/24 |                           |
| LEMAP  |                             |                                 |   |                         |                         | ✓  | Public Safety     | Police     |            |          |            | <a href="mailto:GHorejsi@snoqualmiewa.gov">GHorejsi@snoqualmiewa.gov</a> | Completed 12/24 |                           |
| Accreditation  |                             |                                 |   |                         |                         | ✓  | Public Safety     | Police     | Ongoing    | Ongoing  |            | <a href="mailto:GHorejsi@snoqualmiewa.gov">GHorejsi@snoqualmiewa.gov</a> |                 |                           |
| Construction on Evidence Room                          |                             |                                 |   |                         |                         | ✓  | Public Safety     | Police     | Mar-25     | Apr-25   |            | <a href="mailto:GHorejsi@snoqualmiewa.gov">GHorejsi@snoqualmiewa.gov</a> |                 |                           |
| ILA's for Sunnyside and Yakima Jail                    |                             |                                 |   |                         |                         | ✓  | Public Safety     | Police     |            |          |            | <a href="mailto:GHorejsi@snoqualmiewa.gov">GHorejsi@snoqualmiewa.gov</a> | Completed 3/25  |                           |
| Update City Parking Ordinance                          | ✓                           | ✓                               |   |                         |                         |  | Public Safety     | Police     | Mar-25     | Dec-25   |            | <a href="mailto:GHorejsi@snoqualmiewa.gov">GHorejsi@snoqualmiewa.gov</a> |                 |                           |
| Department Strategic Plan                              | ✓                           | ✓                               |   |                         |                         | ✓  | Public Safety     | Police     | Mar-25     | Dec-25   |            | <a href="mailto:GHorejsi@snoqualmiewa.gov">GHorejsi@snoqualmiewa.gov</a> |                 |                           |
| ILA - DV Advocate                                      |                             | ✓                               |   |                         |                         | ✓  | Public Safety     | Police     | Mar-25     | Dec-25   |            | <a href="mailto:GHorejsi@snoqualmiewa.gov">GHorejsi@snoqualmiewa.gov</a> |                 |                           |
| LEMAP-Purging of found property & closed case evidence |                             | ✓                               |   |                         |                         | ✓  | Public Safety     | Police     | Mar-25     | Dec-25   |            | <a href="mailto:GHorejsi@snoqualmiewa.gov">GHorejsi@snoqualmiewa.gov</a> |                 |                           |
| LEMAP-Scanning and Purging of department case records  |                             | ✓                               |   |                         |                         | ✓  | Public Safety     | Police     | Mar-25     | Dec-25   |            | <a href="mailto:GHorejsi@snoqualmiewa.gov">GHorejsi@snoqualmiewa.gov</a> |                 |                           |
| LEMAP-Continue updating policy                         |                             | ✓                               |   |                         |                         | ✓  | Public Safety     | Police     | Mar-25     | Dec-25   |            | <a href="mailto:GHorejsi@snoqualmiewa.gov">GHorejsi@snoqualmiewa.gov</a> |                 |                           |
| LEMAP- Career Level Cert - First, Mid and Exec Level   |                             | ✓                               |   |                         |                         | ✓  | Public Safety     | Police     | Mar-25     | Dec-25   |            | <a href="mailto:GHorejsi@snoqualmiewa.gov">GHorejsi@snoqualmiewa.gov</a> |                 |                           |

# City of Snoqualmie

## Council Retreat Report

*April 10, 2024*

Prepared by



914 164th Street SE, #400 | Mill Creek, WA 98012 | P 425.337.1100

[www.mktg-solutions.com](http://www.mktg-solutions.com)

## Priorities, Goals/Objectives

The following documentation lists the revisions to the Council Priorities, and Goals/Objectives. The Council reviewed each Priority and supporting Goal/Objective one at a time and made revisions where appropriate.

### ***Priority 1 – Encourage Economic Vibrancy***

The original three goals were replaced with the four new ones below:

- > Encourage and support tourism
- > Attract, retain, and protect retail
- > Encourage, support, and protect hospitality
- > Support and protect employment-centered commercial businesses

### ***Priority 2 – Enhance and preserve neighborhood livability and quality of life***

Priorities numbers 2 and 4 were combined into the single priority above.

- > Use the same two goals under the former priority #2, and the same three goals under former priority #4, with one revision below
- > Goal number 2, add the word “inclusive” to read – Provide inclusive aesthetically pleasing streetscapes.

### ***Priority 3 – Invest in Transportation & Infrastructure***

- > Revise goal 1 by adding “facilities” to read – Maintain sustainable streets, parks, facilities, and utility infrastructure.
- > Revise goal 2 to read – Work with transportation partners to enhance regional connectivity.
- > Add a new goal – Support infrastructure equity.

### ***Priority 5 (formerly Priority 6) – change Insure to Ensure, to read – Ensure Fiscal Transparency & Operational Stability***

- > Revise goal 1 by deleting existing text to now read – Develop a strategic plan.



## Status Quo or Shake it Up

### Key:

1. Keep doing what we've been doing
  2. Do what we've been doing differently
  3. Should we be doing different things
- 
1. Amazing parks and playgrounds
  3. Allow residents to beautify their streetscapes
  1. Retention ponds well maintained
  1. Parks/Public Works responsive to parks
  1. Continue public engagement
  3. Create more citizen volunteer opportunities
  2. Do Citizens Academy again
  3. Method for Council initiatives
  3. Economic development recruitment
  3. Possibly hire a grant writer
  3. Quality personnel retention strategies

## Council Connections with Public

### Key:

1. Are we connecting the way we want
  2. Council podcasts or other communications
  3. Local vs. regional liaisons
  4. Open house, etc.
- 
2. Podcast on annexation
  2. City vs. Council podcasts (who should do them)
  2. Council podcasts on results of Council meetings
  2. Keep podcasts really simple and small
  2. Councilmembers attend school government classes
  2. Students shadow Councilmembers and staff
  2. Youth representative on Council, or youth council, or youth part of committees and commissions
  1. Topic-based coffee with Councilmember

2. Sponsor topic-based community debates
3. Value in being members of committees, based on priorities
3. If you want to be a liaison, you need to be sponsored
3. Re-evaluate to determine needs
4. Council open house, be more intentional and structured
4. Should be interactive with the public, based on hot topics, e.g., opioid crisis
4. Ask the public to suggest topics

## Community Partners Discussion

- > Invite Tribal Members to share on local issues
- > Si View
- > Normalize (improve/expand) relations with Si View regarding a pool
- > Emphasize SVGA

## Next Steps

- > Add a website flash page on the results of the retreat

## Evaluation

### *Pros*

- > Appreciate open dialogue
- > Deana
- > Great discussion on primary goals
- > Mike's presence
- > We were structured
- > Good facilitator
- > Hybrid Zoom
- > Good AV system

### *Cons*

- > Wanted brewed coffee

**City of Snoqualmie  
City Council Priorities 2024**

| Priority  | Goals & Objectives  |
|---|---|
| <b>Encourage Economic Vibrancy</b>                                      | <i>Encourage and Support Tourism</i>  |
|   | <i>Attract, retain, and protect retail</i>  |
|   | <i>Encourage, support, and protect hospitality</i>  |
|   | <i>Support and protect employment-centered commercial businesses</i>                                |
| <b>Enhance and Preserve Neighborhood Livability and Quality of Life</b> | <i>Support affordable housing development</i>   |
|   | <i>Provide inclusive aesthetically pleasing street scapes</i>                                       |
|   | <i>Implement opportunities to expand recreational programs and activities</i>                       |
|   | <i>Cultivate an environmentally conscious community</i>   |
|   | <i>Provide multi-modal mobility options for connecting neighborhoods and recreational amenities</i> |
| <b>Invest in Transportation &amp; Infrastructure</b>                    | <i>Maintain sustainable streets, parks, facilities, and utility infrastructure</i>                  |
|   | <i>Work with transportation partners to enhance regional connectivity</i>                           |
|   | <i>Support infrastructure equity</i>  |
| <b>Assure a Safe Community</b>  | <i>Maintain proactive, community policing services</i>  |
|   | <i>Deliver exceptional first responder coverage and response times</i>                              |
| <b>Ensure Fiscal Transparency &amp; Operational Stability</b>           | <i>Develop a strategic plan</i>   |
|   | <i>Maintain appropriate financial capacity for present and future levels of service</i>             |