

# Local Government Management Fellow Workplan

## Cities of Issaquah and Snoqualmie, Washington

### Shared Goals for Shared Fellow

The Cities of Issaquah and Snoqualmie have common objectives for their participation in the LGMF program. We will provide a comprehensive work experience for a post-graduate student who is interested in a career in local government management. In addition to the fellow gaining invaluable experience, both of our cities will benefit from the fellow's skills and dedication.

### Commitment

- Associate level membership in Washington City/County Management Association (WCMA)
- WCMA conference registration and related costs
- Reimbursement for pre-approved costs not covered by ICMA for the ICMA annual conference in Seattle, WA in September 2015
- The cities anticipate conducting interviews via Skype (for any candidate that is not in the local area). Should the cities desire to hold in-person interviews, cost-sharing for interview airfare, car rental and lodging costs would be discussed with the finalists.
- Relocation assistance (identifying housing options and \$4,000 stipend for some expenses)
- 1-year fellowship; cities to consider second year extension if fellow desires and if funding is available

### Community Introductions

Snoqualmie is a small town located in the foothills of the Cascade Mountain Range and the Mountains to Sound Greenway. It is the home of Snoqualmie Falls, a natural landmark visited by nearly two million people each year. Snoqualmie is one of the top five fastest growing cities in Washington and has been named the second safest city in the state. Thirty five percent of Snoqualmie's population of 12,000 is below age 18, making it a youthful, family-oriented community. Residents and visitors enjoy 35 parks, 30 miles of maintained trails, and 540 acres of open space. City departments provide full services to citizens including police, fire, and utilities. It is located near the I-90 and Highway 18 interchange, only 25 miles east of Seattle. Snoqualmie is a model of small town livability, preserving its history and protecting the environment through visionary development.

Both Snoqualmie and Issaquah are non-charter Code Cities, which utilize a Mayor-Council form of government. Seven council members act as policy makers, providing the mayor -- the city's separately-elected chief executive officer -- with guidelines and performance objectives. The city administrator serves as the chief administrative officer. In this capacity, the administrator is responsible for the City's day-to-day operations and the coordination of work among all departments and programs.

Issaquah, named Best Burb by *Sunset* and one of the Best Towns by *Outside*, is a great destination for residents and visitors alike. The 11.5 square mile community is home to more than 32,000 residents and is conveniently located off of the Interstate 90 Corridor, just 16 miles east of Seattle. Issaquah –

nicknamed Trailhead City – is centered within the Issaquah Alps (Cougar, Squak and Tiger Mountains). It's a destination for countless outdoor enthusiasts, including hikers and paragliders. In town, Issaquah features a Saturday farmers market, a nationally-recognized theater and a seasonal art walk. Every October, more than 150,000 people visit Issaquah for the annual Salmon Days Festival.

Much of Issaquah's growth has occurred since 1990, thanks to annexations and a housing boom led by construction in the Issaquah highlands and Talus urban villages. In the future, Issaquah will continue to grow to reach a state-mandated target for jobs and housing.

#### Anticipated structure of fellowship and workplan

The fellowship will be structured to provide broad exposure to local government issues and services. In addition, the fellow will be asked to identify areas of interest; the cities will work to create opportunities in those areas. The fellow will lead or participate in projects in a several departments and have opportunities to shadow multiple people.

The fellow will report to Issaquah's Deputy City Administrator but will receive project-specific guidance from other staff members from both cities and performance feedback from both cities.

The City of Issaquah will work with the fellow to identify assignments and projects that are of interest to the fellow and that will benefit the City. The City has preliminarily identified potential projects where the fellow's skills could be of great help. Those are:

- The development or implementation of its Mobility Master Plan and its annual budget and capital plans. The fellow will also work with the Transportation Mobility Team and Communications Division on public education strategies for the Mobility Master Plan. In addition, the Development Services Department has identified other potential projects in its purview.
- Assisting Human Resources with program development, implementation of a new Human Resources Information System and analytical tasks.
- The fellow will attend periodic city council meetings and will assist City staff in completing and communicating achievement on city council goals and City metrics.
- Writing a Healthy Communities Whitepaper and helping the Office of Sustainability with policy research and analysis for its performance metrics.
- Assisting Parks and Recreation with its Comprehensive Plan and the implementation of Confluence Park Phase II improvements.
- Assisting Issaquah's Economic Development Department with its Marketing Strategy and strategic plan implementation.

The City of Snoqualmie may involve the fellow on the following projects:

- Sustainability Strategy - Implement strategies and review codes for those that inhibit green building.
- Riverwalk project-Review master bike and trail plan. Identify properties and option for easements vs. purchases. Identify grants and other funding sources.
- Performance management - Create measures, set up report format and advise departments.
- Grant management and administration - Review the process and recommend actions. Apply for grants.

- Budget Development and Fiscal Analysis for various departments and funds - Assist in providing data to assist in the process of the budget.
- Economic Development/Tourism Marketing - Assist/lead project to create video on the City of Snoqualmie. Consult on marketing, including window design. Assist with event planning.
- Annual Financial Report - Would have to understand finances and be able to tell a story with numbers; provide data and communications to assist with assembling the annual financial report.
- Parks Assessment Database - Input results of parks assessments into database so changes in conditions can be easily tracked.