



Department Reports

May 2024



Communications Division

Danna McCall, Communications Coordinator

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Social Media

- Facebook reach: 37.8K; 7042 followers (30 new).
- Twitter - 3800 followers
- Instagram - 2.7K reach; 2917 followers (19 new).
- Top Posts: Movie Filming Update (13K reach); Rails Project construction update; 90/18 Project update.

Website

- Website users: 17.6K; website sessions: 24K; pageviews: 40.1K.
- Top pages: Snoqualmie Falls; Twin Peaks; Facilities.
- Ballfield Conditions was #7 website page.
- Visit Snoqualmie, Jobs; Calendar - also top 10 pages.

Engagement, Initiatives & Support

- Mayor: ribbon cuttings; on-going Ross Report.
- Fire/OEM: Downtown commercial building fire cause PR; EMS week; weekly blotter.
- Police: Echo Glen safety improvements update to community; Chat with Chief events; Misuse of 911 Ordinance PR and TV news report support; Police Week; weekly PD blotter.
- Economic Development & Tourism: continued work on new tourism website hosted internally on City website; summer events marketing; Call for Artists marketing; Explore Snoqualmie social media campaign.
- PPW: Water Quality Report; CIP Open House planning; Public Works Week.

E-News

- Sent 3,827 e-news emails.
- 760 subscribers
- 51% open rate; 5.7% click thru rate.





Community Development Department

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May 2024 Monthly Report

Permit Activity

Permit applications remain relatively average.

Building	May 2024	YTD
Permit Applications	42	198
Permits Issued	43	174
Total Inspections	70	258

Planning	May 2024	YTD
Pre-Applications	0	2
Sign Permits	0	2

Special Event		44** 2023 total = 46
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Boards and Commissions:

- Arts Commission, 5/13 reviewed upcoming arts events and approved a Call For Artists for a city pole banner update.
- Economic Development Commission 5/15 -- elected a chair for the commission and reviewed the Downtown Historic code amendments
- Community Development Committee 5/6 and 5/20 -- reviewed emergency housing code amendments, Meadowbrook Farm Docent Services, permit processing times, annual floodplain management plan, climate grant, and discussion of an affordable housing roundtable.
- Planning Commission 5/6 and 5/20 -- extensive discussion on the Mixed-Use Final Plan amendments and Historic Downtown code amendments. The commission also had training on Historic Preservation.

Planning Projects:

- NWRM Roundhouse: Submittal under review.
- Community Center Expansion: No updates.
- Mixed-Use Final Plan Amendment: Public hearing held.

Community Engagement, Events, Marketing, and Tourism

- **Tourism Webpages Enhancement** – Secured grant funding to upgrade/enhance the City webpages and create branding for "Visit Snoqualmie." A collaborative project with Communications Team.
- Facilitated the land use planning consultant, Andrew Levins, to present modifications to Snoqualmie Municipal Code, (SMC 17.37 Retail District Overlay Code Amendments) to both the Downtown Historic Merchants Assn., and the Ridge Merchant Group.
- **Arts Commission Reception** for the City Hall Gallery artist YiJu Miller, watercolor display, on May 28.

- **Filming in Snoqualmie** – The “Train Dreams” film crew was in Snoqualmie May 18-24, basecamp at Gateway Park. Filming in trains, actively traveling tracks from Snoqualmie Train Depot to the Hydroelectric Museum. Film extras hair, wardrobe, and makeup was stationed at Snoqualmie Inn. This project was facilitated by the Washington State Film Commission and the project received grant funding.



Finance Department

Drew Bouda, Director

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May 2024

Enterprise Resource Planning System (ERP) Project – Tyler/Munis

Phase 2 – Human Capital Management (i.e., Payroll, Human Resources, etc.)

The Department has made substantial progress towards the January 1, 2025, go-live date, which included the following tasks completed:

- Created/Audited/Finalized
 - Job Classes
 - Positions
 - Pay codes
 - Deductions and benefit codes
 - Tables
 - Medical/Dental/Vision/Life Insurance
 - Accruals (i.e., sick time, vacation, etc.)
 - Longevity Pay
 - General Ledger mapping
 - Started establishing processes for how to calculate overtime rates.
- HR Personnel Action Request (PAR) Processes
 - Create all PAR codes
 - Created PAR workflows
 - Identified roles/approvers
- Establishing Employees
 - Audited various applications of codes for accuracy
 - Identified differences between hourly vs. salary rates of pay
 - Entered information for 4 out of the 5 different employee groups.
- System Updates
 - Signed agreement with the bank to obtain all routing and bank information for direct deposit import.
 - Practiced time entry
 - Started a payroll event to verify functionality.

2023 Financial Statements and 2021/2022 Audit

The 2023 financial statements were submitted to the State Auditor's Office on May 28, 2024 before the end of the month deadline. The 2021 audit is close to completion. In addition, the State Auditor's Office has started to review and audit the 2022 Schedule of Expenditures of Federal Awards (SEFA) which triggers a single audit (i.e., federal audit the SAO completes) that will be completed during the summer.

2025-2030 Capital Improvement Plan & Community Center Expansion Project Funding Discussion

The Finance Department has been highly invested in conversations regarding the 2025-2030 Capital Improvement Plan and how to fund the Community Center Expansion Project and looks forward to continuing that effort in the upcoming month.



Fire Department

Mike Bailey, Fire Chief

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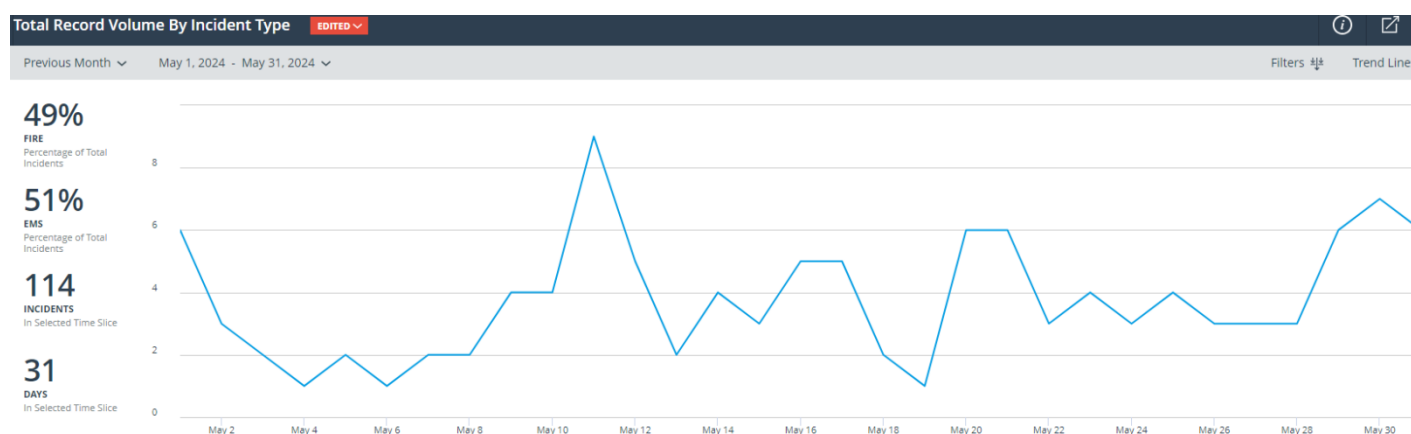
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Fire Department Activity May, 2024

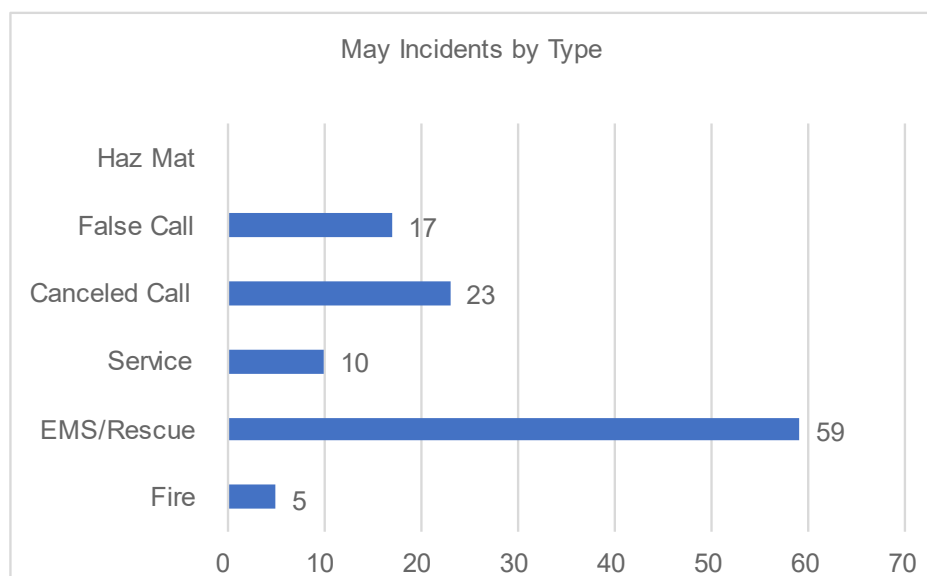
Incident Count May

The Fire Department responded to 114 incidents in May. 51% of the incidents were emergency medical services and 49% were fire or service-related incidents. The following chart displays incident count per day.



Incident Count by Type:

The following is a count breakdown of incidents by type.



Travel Time

For incidents within the city, the 90th percentile travel time for the first arriving unit responding in emergency mode was 7:47 seconds and is broken down as follows

Type	0:00 - 3:59	4:00 - 7:59	8:00 - 11:59	12:00 - 15:59	16:00 - 29:59	30:00 +
Aid Car	8	20	1	0	0	0
Engine	7	13	2	0	0	0
Chief Officer	1	0	0	0	0	0
Total	16	33	3	0	0	0

For incidents outside the city, the 90th percentile travel time for the first arriving unit responding in emergency mode was 15:25 and is broken down as follows

Type	0:00 - 3:59	4:00 - 7:59	8:00 - 11:59	12:00 - 15:59	16:00 - 29:59	30:00 +
Aid Car	0	3	7	1	0	
Engine	2	3	6	1	3	
Total	2	6	13	2	3	0

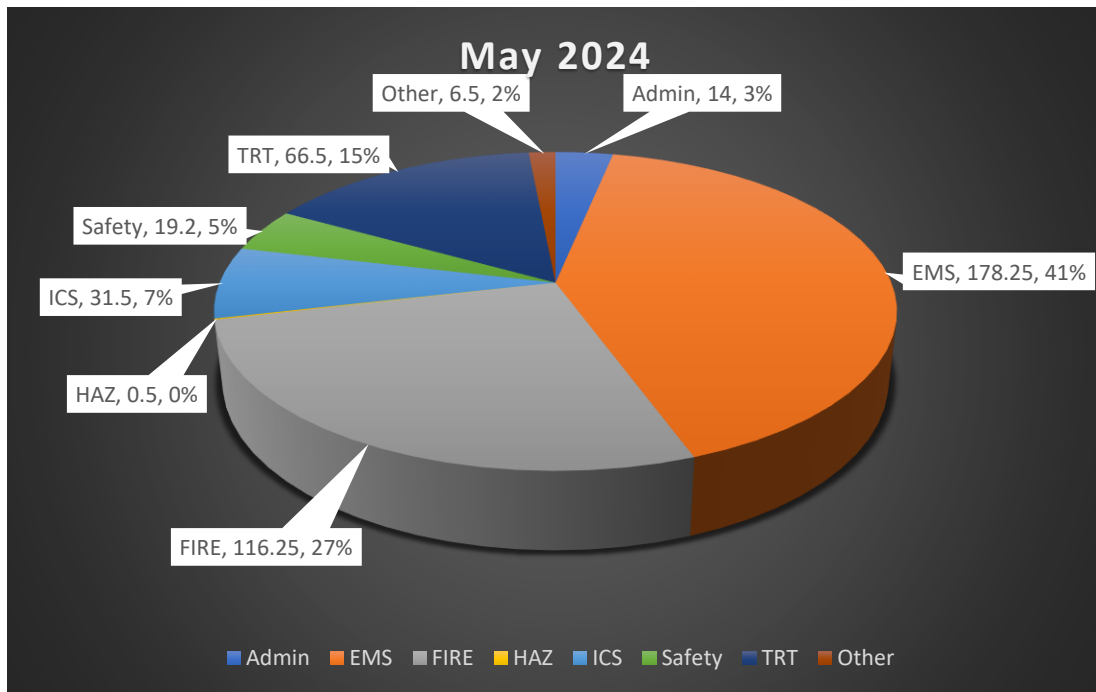
EMS Transports

The Fire Department responded to 59 EMS incidents in May and transported 22 patients to local hospitals. Patients were transported to Swedish Issaquah 41% of the time and Snoqualmie Valley Hospital 50% of the time. Of the transports, 4 were from calls outside Snoqualmie's response area.

Hospital	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Overlake Hospital			1	1		2
Snoqualmie Valley Hospital	1	2	5	2	1	8
Swedish/Issaquah	1	2	0	1	5	6
Other	0	0	0	0	0	0
Total	2	4	6	4	6	16

Training:

May saw a slight increase over the previous month in training hours. In May, crews trained over 432 hours, primarily focusing on company level drills, performance-based measures, and fire suppression response. The training covered all different categories with the majority being emergency medical services (41%) followed closely by fire suppression (33%). During the month we had two members continue to work on their requirements to become acting shift supervisors as well as other crews attend training for low-angle rescue, focused on access and packaging of patients or recoveries. The following chart compares the training hours by type:



(Admin=Administrative; Haz=Hazmat; ICS=incident command systems; TRT=Technical Rescue Training)

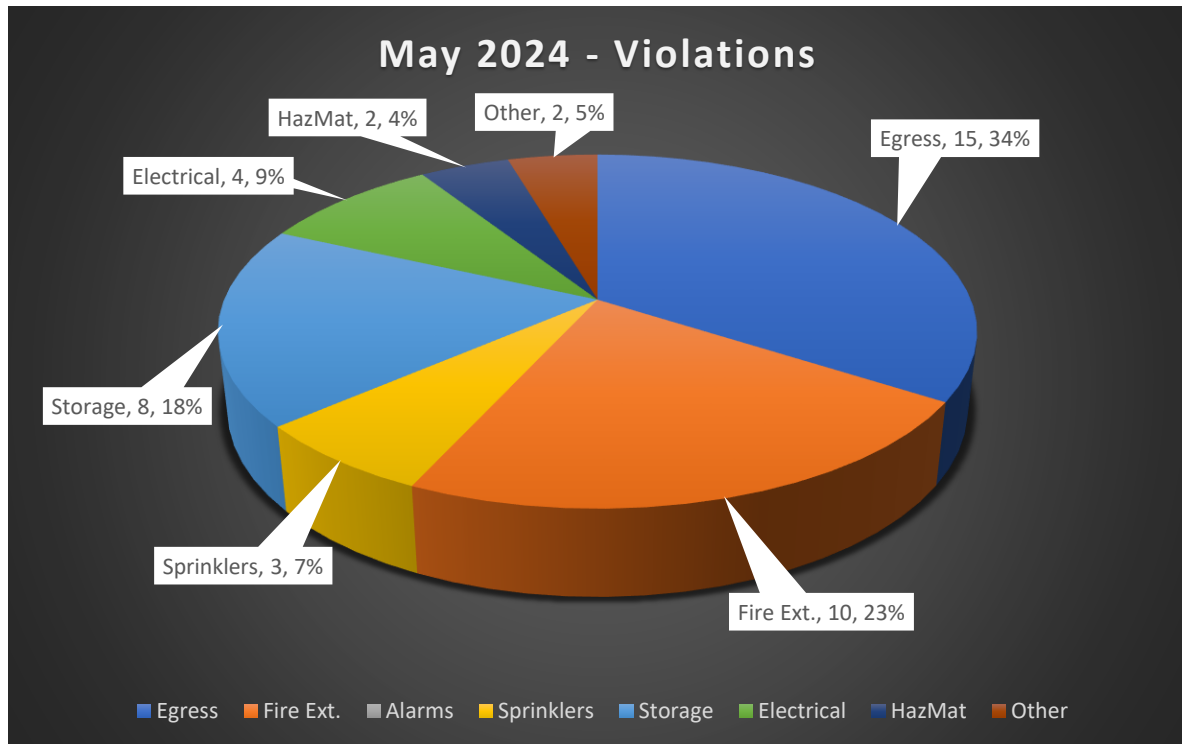
Training – Highlights/Major Topics:

- Wildland Fire annual training
- Spinal Immobilization and devices
- Technical Rope Rescue – low angle recovery and rescue
- Swift water rescue quarterly
- Firefighter – Company evolutions and forcible entry, ventilation
- Tender and water supply operations
- Fire inspection and investigation principles
- Safety – State mandated safety training, firefighter line of duty death reviews
- Paramedic-led run review

Community Risk Reduction

Inspections

Fire crews conducted fire and life safety occupancy inspections in May, focusing on reengaging an inspection cycle that prioritizes those buildings at higher risk. Thirty-nine (39) inspections were completed noting forty-four (44) violations. The violations were a direct reflection of a continued inspection practice and keeping occupants informed of what constitutes a code violation. Most infractions were resolved within 14 days and some others being remedied while crews were onsite. The following chart is a view of the monthly inspection violations:



Public Education

May public education and outreach reported the following activities:

- 7 – Opioid Education classes (Mount Si High School) – 240 students – 8 hours
- Mount Si High School CPR/AED Classes – 240 students, 3 days, 24 hours
- Summer event planning

Volunteer Activity

During the month of May, the following activity was recorded for the volunteer group

- 20 Duty Shifts
- 32 Calls responded to
- 369.5 Total hours spent volunteering.



Human Resources Department

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May 2024

Enterprise Resource Planning System (ERP) Project – Tyler/Munis

The human resources implementation team continues to work on human resource modules setup as well as assist with payroll implementation modules.

HUMAN RESOURCES

Recruitment

The City continues to focus heavily on staffing and to recruit for several critical positions across multiple departments. All the new Directors are on their way and are settling into their leadership roles. We have an accepted offer for a new Deputy Fire Chief and are beginning the recruitment for the next Deputy PPW Director. Our new Deputy City Clerk has hit the ground running and the administrative department is excited to have her join our team. There are currently two Police Officer openings, and the new Records Technician started this month filling a crucial need for that department. The water, wastewater, and parks positions have all been filled!

Union Negotiations

Negotiations are continuing with the Snoqualmie Police Association (SPA).

Employee Recognition/Activities/Training

City employees continue to participate in “Thank you Thursdays” in which an employee thanks a fellow employee for their service via email and then in turn continues and thanks another employee to keep the chain of gratitude going. Wellness activities continue to be well supported and well attended. The last All City meeting included a presentation and training on recognizing the need and how to administer Narcan. Narcan is now in all city vehicles and with city employees as they were trained to be community responders. A Worker Wellness training will take place in June.

Personnel Policy Handbook

The HR department is continuing work with Summit Law to review and update the city Personnel Policies to be in compliance with updated employment and leave laws and to combine all policies to be in one handbook.



Snoqualmie Police Department

Brian Lynch, Police Chief

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May 2024

Calls for Service

	April 2024	May 2024	May 2023
Snoqualmie	543	568	731
North Bend	351	369	511

Average Response Times (in minutes & seconds)

May	Priority 1	Priority 2	Priority 3
Snoqualmie	*:**	5:41	5:05
North Bend	3:30	3:57	5:33
April			
Snoqualmie	7:47	7:16	3:56
North Bend	4:34	3:41	5:34

Priority 1: Weapons Offense / DV Physical / Aslt/Burg In-Prog

Priority 2: Calls that require immediate response that could result in death if not responded to.

Priority 3: High priority but not an immediate threat.

May	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	8	4	0
North Bend	19	4	3
April	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	5	4	2
North Bend	10	2	1

Items of Importance

Command Staff – Vacancies: 0.

Patrol – 1 officer hire begins equivalency academy in June. 4 officer recruits continue in academy, 2 graduating in June, 2 graduating in July. Vacancies: 2 Patrol Officers.

Administrative Staff – Records Technician started 5/1. Vacancies: 0.

Community Events

May 29 – Chat with Chief Lynch

May 30 – Chat with Chief Lynch

June 1 – Mt Si High School Senior Car Parade

June 8 & 9 – Evergreen Mountain Bike Festival

June 9 – Light at the End of the Tunnel Race

June 26 – Big Truck Day

Year to Date Theft Comparison

May 1 – 31

Snoqualmie	2024	2023
Thefts	8	9
Vehicle Prowls	4	9
Vehicle Thefts	0	1

North Bend	2024	2023
Thefts	19	33
Vehicle Prowls	4	9
Vehicle Thefts	3	2

Crisis Intervention Contacts

	2024		2023	
	May	YTD	May	YTD
Snoqualmie	62	270	21	77
North Bend	2	3	3	15

Mental Health Professional Contacts

	2024		2023	
	May	YTD	May	YTD
Snoqualmie	14	66	29	111
North Bend	11	38	18	63

Public Records Requests

May 2024	53
2024 YTD	268