



# Department Reports

## March 2023



## Communications Division

**Danna McCall, Communications Coordinator**

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(425) 996-5285 | [www.snoqualmiewa.gov](http://www.snoqualmiewa.gov)

### Social Media

- Facebook reach: 15.2k; 5735 followers (17 new)
- Twitter - 3654 followers; 9,763 reach; top Tweet: original I-90 lane closure traffic alert graphic
- Instagram - 1.9K reach; 2545 followers (13 new).
- Top Posts: Snoqualmie Community Park Master Plan Conceptual image, Traffic alert; park closure alert.
- Goal: grow Instagram presence



### Website

- Website users: 19.1k; website sessions: 25.5k; pageviews: 45.3k.
- Top website pages Twin Peaks, Ballfield Conditions, Parks & Streets Division.
- Most clicked news release: Nye Street Lithium-ion Battery-caused Fires
- Ballfields Conditions website page (launched last year) continues to be especially useful for field users and timesaver for staff.
- Goal: videos, other than meeting videos, to homepage.



### E-News

- 54% open rate.
- 7% link click thru rate.
- Goal: grow subscriber list.

### Engagement, Initiatives & Event Support

- Lithium Battery Safety Community meeting: supported Fire Dept. in planning and execution.
- Comprehensive Plan Open House support to CD Dept: graphic design, marketing.
- Community Center Expansion Advisory Committee: Liaison to committee, planning and execution of committee meetings.
- Community Center Expansion Project - Mayor School Board Presentation: design, creation.
- Supported Mayor at SVH press conference and ribbon cutting event.
- Egg Hunts: Marketing support for Community Liaison.





# Finance & Human Resources Department

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**Jennifer Ferguson, Director**  
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**March 2023**

## **FINANCE**

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

The finance team continues to work on system set up for the finance modules, including accounts payable and receivable, receipting, general ledger and bank reconciliation. The human resources team has begun to create codes, schedules and system setup.

### **2021 Audit**

Finance staff continue to work on the 2022 financial statement data in preparation of the May 30, 2023 deadline for submission to the State Auditor's Office. The 2021 and 2022 accountability audit is planned to be delayed until late in the fall due to State Auditor and city staff scheduling and limited staffing resources and the pending go-live of the ERP first phase.

### **The March 2023 Finance Metrics – Payments, Receipts & Licenses**

Vendor Payments processed – 307

Payroll ACH processed – 205

B&O Tax Returns processed – 290

New Business Licenses processed – 28

Renewal Business Licenses processed - 292

Pet Licenses processed – 1

## **HUMAN RESOURCES**

### **Recruitment**

The HR team recruited and filled one senior planner position this month. The city received thirty (30) applications for the open IT Director position. Berry Dunn and administration are screening applicants.

### **Class & Compensation Study**

Staff and Council continue to work on compensation philosophy and implementation plan for non-represented employees and preparation for union negotiations. All Job descriptions are being collected and prepared for final reviews and updating.

### **Wellness Program**

Staff has developed the wellness program framework and is coordinating the first wellness committee meeting to begin identifying events and activities that meet the program criteria. AWC has significantly changed the requirements for wellness programs.



## Fire Department

**Mark Correira, Fire Chief**

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## March 2023

### Incident Count (March)

The Fire Department responded to 100 incidents in March. 51% of the incidents were emergency medical services and 49% were fire related incidents. The following chart displays incident count per day.

**49%**

**FIRE**  
Percentage of Total Incidents

**51%**

**EMS**  
Percentage of Total Incidents

**100**

**INCIDENTS**  
In Selected Time Slice

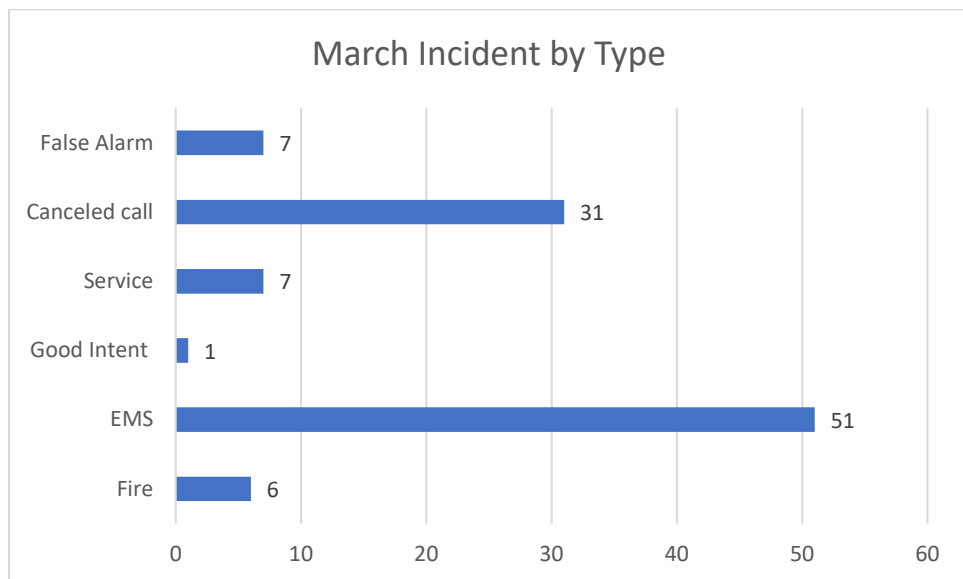
**31**

**DAYS**  
In Selected Time Slice



### Incident Count by Type:

The following is a count breakdown of incidents by type.



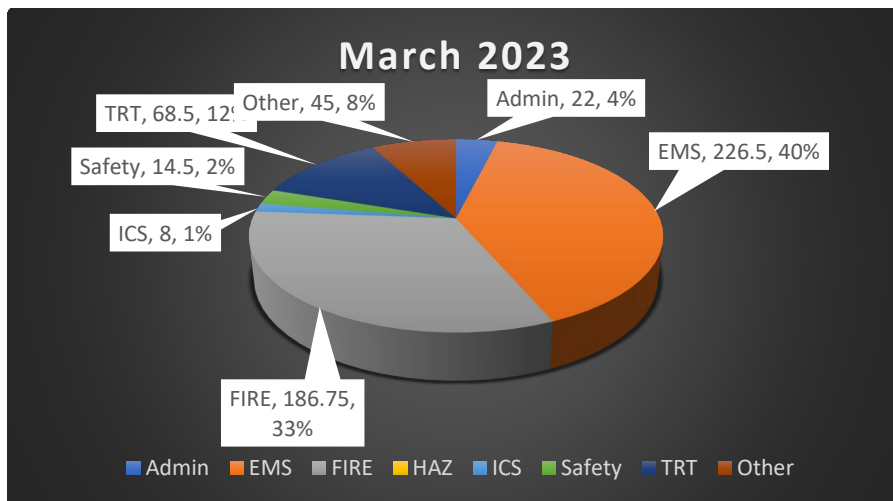
## EMS Transports

The Fire Department responded to 66 EMS incidents in March, and transported 21 patients to local hospitals – a 24% increase from the previous year. Patients were transported to Swedish Issaquah 57% of the time, and Snoqualmie Valley Hospital the remaining 43%.

Week Ending	3/5/23	3/12/23	3/19/23	3/26/23	4/2/23	Total
Overlake Hospital	1	1	-	-	-	2
Snoqualmie Valley	2	1	1	2	2	8
Swedish / Issaquah	1	7	2	-	2	12
Total	4	9	3	2	4	22

## Training:

Firefighters trained over 400 hours in March. The training covered all different categories with the majority being EMS. The following chart compares the training hours by type:



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

### Notable Training Events in March:

Scenes of Violence

Rope Rescue Systems

Search and Rescue

Vehicle Extrication

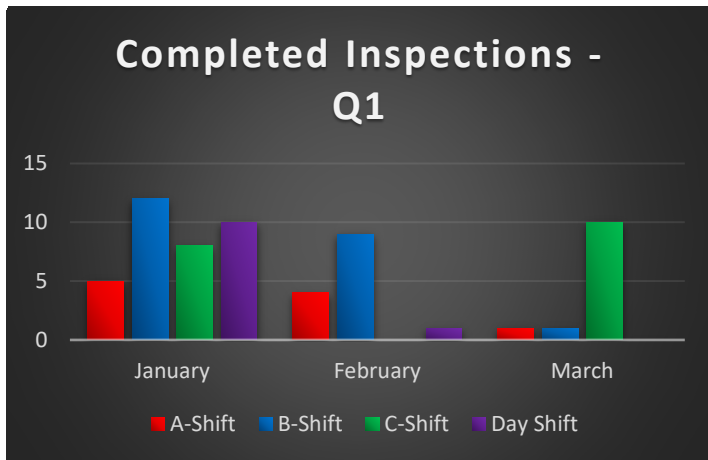
Paramedic-led Run Review

Patient Assessment – with Snoqualmie Valley Hospital

## Community Risk Reduction

### *Inspections*

Fire crews performed 12 fire and life safety occupancy inspections in March and noted 14 violations. The following is a summary of the first quarter:



### *Public Education*

There was one (3) public education event during March, contacting fifteen (13) residents.

- One public FA/CPR/AED course – 13 students, 6 hours
- Planning for Mount Si High School CPR program
- Planning for adding new CPR instructors





## Information Technology Department

**Christopher Miller, Interim Director**

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Snoqualmie, Washington 98065

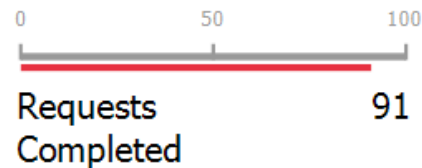
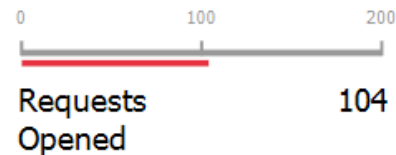
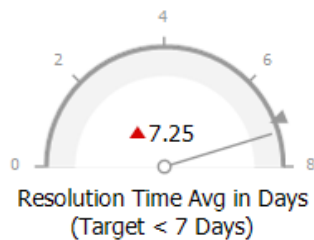
(425) 888-8012 | [CPMiller@snoqualmiewa.gov](mailto:CPMiller@snoqualmiewa.gov)

### March 2023

#### Service Desk Requests:

Positive trends continue this month with 104 total requests and 91 resolved requests. Resolution Time on Average Days has increased slightly from 1.45 days to 7.25 days (slightly above 7 day goal) and First Response Average in Hours has increased from 6.19 hours to 23 hours.

### Responsiveness Metrics (Last Month)



#### Hardware Procurement:

Hardware procurement continues to be an issue. We are working diligently with our vendors to procure assets that are cost effective and will arrive in a timely manner. We have received additional laptops and desktops for our scheduled replacements.

#### IT Projects:

##### Network Attached Storage:

A replacement system for the life-cycled Network Attached Storage devices has been identified and the quoted price for the replacement is ~\$28,000. In order to have sufficient space and power to conduct the migration and replacement, IT will need to identify a third location in the city to house the new equipment while configuration and migration is completed.

##### IT Surplus (e-waste):

Partial inventory has been completed and approved by Council. A second round of equipment surplus has been completed and identification of remaining unserviceable assets to be recycled and hard drives to be destroyed is complete. A list of assets has been completed and are awaiting for approval for recycling/disposal.

#### Power constraints:

Power constraints have been identified at the Fire Department where we decided was the best location for our replacement Network Attached Storage project. Coordination has begun to receive a quote from Pride Electric.

#### Mobile Device Management (MDM):

Implementing a MDM solution would be very beneficial as it allows us, IT, more control over an employee's city-issued cellular phone. Utilizing a MDM would grant us the capability to provision phones quicker, limit unproductive application installation, deploy preset application for ease of use, and remove the preinstalled clutter of application that most cellular phone come with. At this time our cellular carrier offers a free solution and testing will begin shortly.

#### Citywide VoIP Phones/Jabber Softphones:

The IT department has hired a temp to tackle the Citywide VoIP project. Phone trees, Jabber, and consolidation of PBX systems are all part of this project.

#### List of in-progress/upcoming projects:

- Firewall Replacement/Upgrade (Planned Q3 '23)
- Core Switch Replacement/Upgrade (Planned Q1 '24)
- Council Chambers Audio/Video Upgrade (In-progress – Pending Legal Review)
- Microsoft Server Upgrade (On-going)
- Parks & Public Works Department-wide Laptop Deployment (In-progress)
- Conference Room Upfit (On-going)
  - ~~City Hall~~ (Complete)
  - ~~Fire~~ (Complete)
  - Police
  - Public Works
- City-wide employee identification badge / access badge (On-going)





# Parks & Public Works Department

**Michael Chambless, Director**

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## Staffing Levels

Water – 2 Vacancies

Wastewater – 2 Vacancies

Stormwater - 2 Vacancies

Parks – 2 Vacancies

## March 2023

### March Summary Parks & Public Works

The Parks & Public Work Team is continuing to perform strong despite ongoing challenges filling open positions. We are currently working to fill 8 vacancies.

The Parks & Streets Division have been busy getting the sports fields ready for spring. We are doing a major overhaul at Carmichael Park's baseball field. Through a series of missteps, grass seed was spread on the infield. With no irrigation system, the grass did not perform well. We have removed the grass and are in the process of restoring the infield. New dirt is being spread and new bases are on order and will be installed. Work is progressing at the new Riverview playground with most of the new concrete being poured on 3/27. The division has a new capability. We now can make our own signs. This ability will reduce the costs of the street signs and allow us to respond more quickly to requests.

Our Fleet Division continues to work on putting the snow equipment into storage. Don has been working closely with Finance to bring forward the recommended new vehicle and equipment purchases. Our Sanitation Division continues to monitor the system. During the last month, they had to make a significant repair to a piece of equipment in a confined space. This repair was completed without any complications. Yet another example of the professionalism and skill of our team.

Our Water Division has officially entered the 21<sup>st</sup> century. The first division to receive computers, they have begun to collect the required asset information for the Tyler EAM project.

Our Engineering Division is wrapping up the designs for the last of this year's CIP projects. We should be receiving the notice of funding from the WSDOT so we can bid the parkway overlay. Our team members are also supporting the Community Development Department with the model train application. The Centennial Park inclusive playground is out to bid.

Finally, our Stormwater and Urban Forestry Division have been continuing to complete overdue maintenance on the storm ponds and several volunteer events. The 2022 Stormwater Quality (NPDES) report has been completed and submitted.



Riverview Park

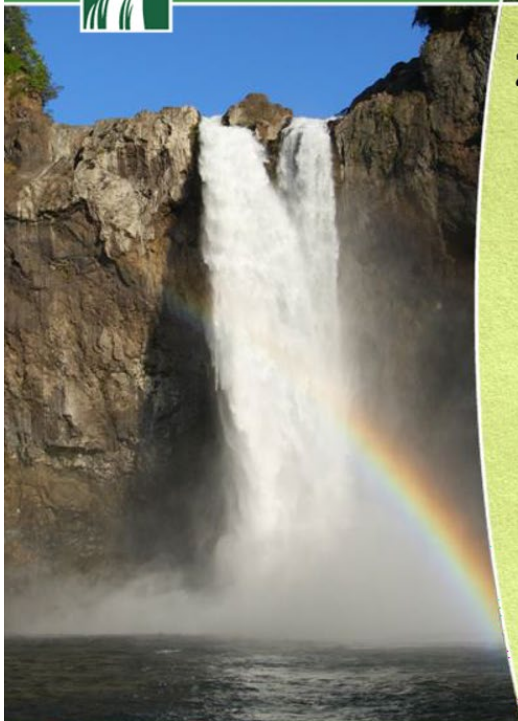


Repairing a digester at the Wastewater Plant



Ridge Street Tree planting





## 2022 Community Forest Report



By Philip Bennett, Stormwater &  
Urban Forestry Supervisor



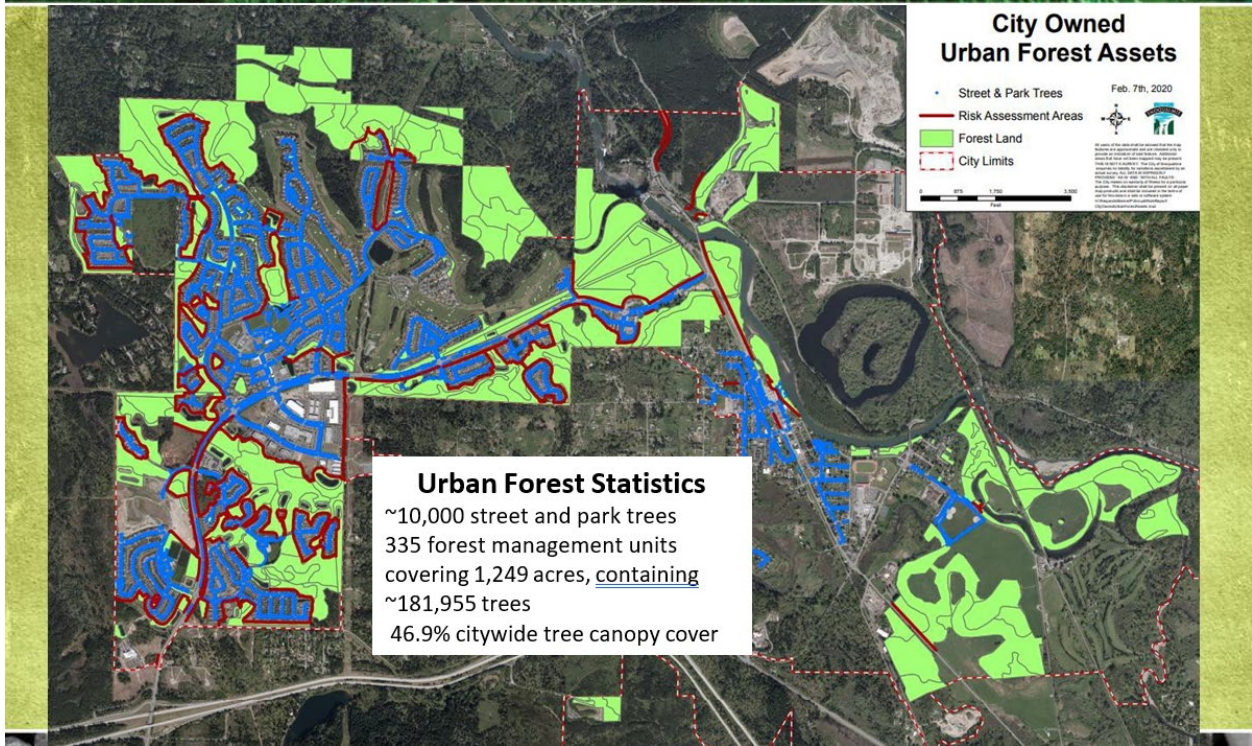
## Acknowledgements







# Resource Summary



## 2022 Accomplishments



Arbor Day, April 24<sup>th</sup>, 2022  
at Centennial Fields Park

- 20 park trees planted
- 14 street trees planted
- 17 hazard trees removed after proactive risk assessment
- Responded to 3 storm events



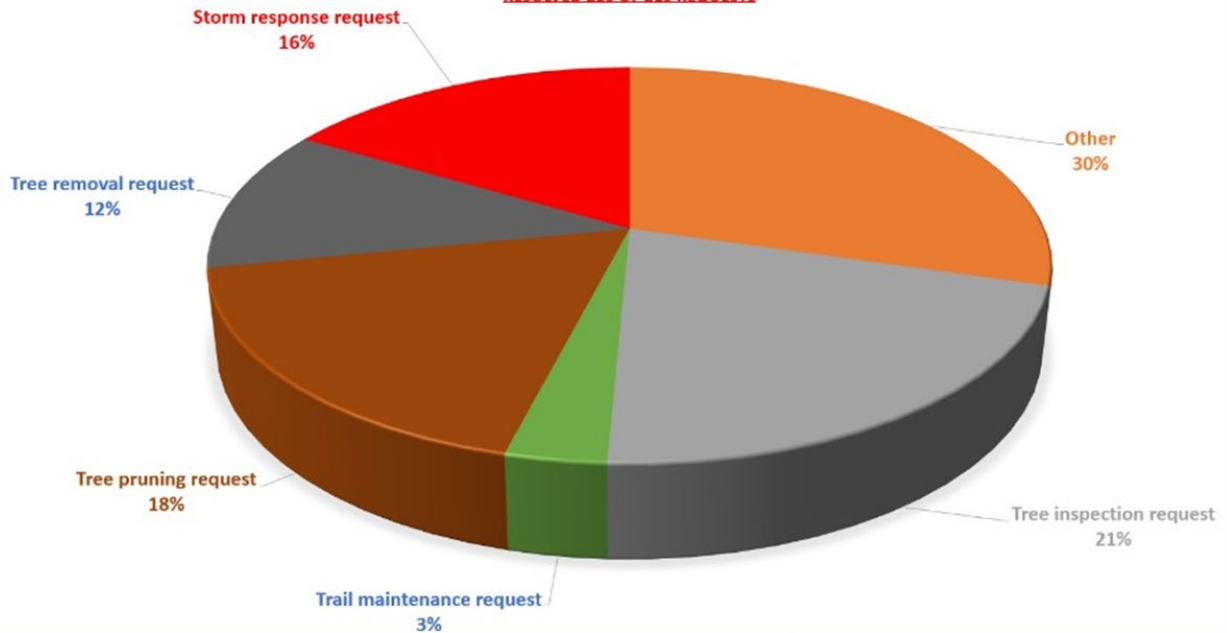




# 2022 Accomplishments

## 2022 REQUEST TRACKING

RESOLVED 215 OF 219 REQUESTS



# Green Snoqualmie Partnership

## GREEN SNOQUALMIE PARTNERSHIP

### 2022 Impacts

**49.8 Acres in restoration**

Work accomplished by volunteers and restoration crews since 2016

**659 Hours volunteered**

19 separate volunteer events held, \$22,979 in volunteer value

**1,233 Plants installed**

1,078 trees planted in Snoqualmie's forests

**16 Active Forest Stewards**

For a total of 16 active Forest Stewards

**\$52,040 in partner funding**

From non-profit and corporate partners.

Thank you to the volunteers, organizations, neighborhood associations, businesses, youth groups and City staff that support the Green Snoqualmie Partnership and allowed us to have a successful year in restoring Snoqualmie's forestland.



The Green Snoqualmie Partnership envisions a city with healthy forests that provide high value habitat for wildlife and access for residents and visitors to experience nature, supported by an aware and engaged community that is working together to restore and care for these lands.

[www.GreenSnoqualmie.org](http://www.GreenSnoqualmie.org)

## GREEN SNOQUALMIE PARTNERSHIP

### 6 Year Summary: 2017-2022



Green Snoqualmie Day 2017 (above) & 2019 (below)



**49.8 Acres in restoration**

Work accomplished by volunteers and restoration crews since 2016

**5,170 Hours volunteered**

129 separate volunteer events held, \$143,870 in value

**13,291 Plants installed**

7,645 trees planted in Snoqualmie's forests

**24 Total Forest Stewards**

16 Still engaged with the program

**\$349,650 in Partner Funding**

In-kind and direct donations contributed the program

Thank you to the volunteers, organizations, neighborhood associations, businesses, youth groups and City staff that support the Green Snoqualmie Partnership and allowed us to have such a successful first 6 years of the program.



The Green Snoqualmie Partnership envisions a city with healthy forests that provide high value habitat for wildlife and access for residents and visitors to experience nature, supported by an aware and engaged community that is working together to restore and care for these lands.

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# Urban Forest Benefits

## Trees Found to be Part of City's Public Health Infrastructure



### Subtitle:

Tree death caused by invasive insect is associated with increased death rates in humans from cardiovascular and lower respiratory causes

Post Date: September 9, 2014

Post Date: Sep 8, 2016

Since 2002, the emerald ash borer has killed 100 million ash trees across the Midwestern United States. Scientists explored the impact of losing these urban trees on human health. This is the first study to use a natural experimental design to look at the public health benefits of trees. The beetle invasion spreads over space and time, enabling researchers to weed out other possibly confounding influences on human health outcomes. They found that the deaths of these trees were associated with increased death rates in humans through cardiovascular and lower-respiratory mortality. Specifically, the emerald ash borer is associated with more than 6,000 additional lower-respiratory deaths, and over 15,000 additional cardiovascular deaths in counties with infestations. This study has raised awareness that trees can be considered part of a city's public health infrastructure; and, planting trees is something cities can do fairly easily. The Arbor Day Foundation has acknowledged the importance of these study findings and has used them in campaigns to spread the word about the value of trees.

### Featured Publications:

The relationship between trees and human health: evidence from the spread of the emerald ash borer

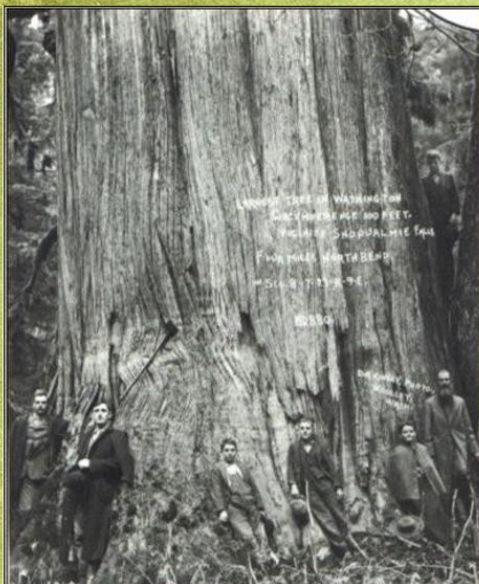
Principal Investigator(s): Donovan, Geoffrey

Forest Service Partners: USDA Forest Service Southern Research Station/Northern Research Station

Partners: Drexel University; National Institute of Standards and Technology



# The Past & The Future



Handwritten caption: "Largest tree in Washington. Circumference 100 feet. Vicinity Snoqualmie falls. Four miles North Bend. Section 8, Township 23, Range 9 East. No. 880." Dating from 1897, one of his earliest photos shows the style and composition that would make Kinsey's photos famous keepsakes.

**Arbor Day,  
Riverview Park  
Saturday April  
22<sup>nd</sup>**



**Arbor Day  
Foundation®**



**Green Snoqualmie Day – Saturday  
October 21<sup>st</sup>**



## Police Department

**Perry Phipps, Police Chief**

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### March 2023

#### Calls for Service

	February 2023	March 2023	March 2022
Snoqualmie	571	535	583
North Bend	420	374	404

#### Average Response Times (in minutes & seconds)

March	Priority 1	Priority 2	Priority 3
Snoqualmie	2:56	4:56	6:08
North Bend	6:10	1:38	6:16
February			
Snoqualmie	03:14	05:22	08:35
North Bend	03:46	01:03	05:48

Priority 1: Weapons Offense

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.

March	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	2	7	3
North Bend	17	11	1
February	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	18	8	1
North Bend	13	4	1

#### Year to Date Theft Comparison

March 1 - 31

##### Snoqualmie 2023 2022

Thefts	2	10
Vehicle Prowls	7	22
Vehicle Thefts	3	4

##### North Bend 2023 2022

Thefts	17	19
Vehicle Prowls	11	13
Vehicle Thefts	1	1

#### Crisis Intervention Contacts

March 1 - 31

	2023	2022
Snoqualmie	16	27
North Bend	6	1

#### Items of Importance

**Hiring** – 3 openings. 2 officer recruits currently at the academy and 1 officer recruit will start in October.

**License Plate Reader** - Researching grant for possible use in the future.

- ACCESS Audit resulting in 100% compliance.
- Recognized by Safewise as the 10<sup>th</sup> safest City in Washington and 4<sup>th</sup> in the least amount of violent crime.
- North Bend Citizen's Academy
- Recognized the Snoqualmie Tribe for their assistance in contributing to the safety to the upper valley.
- Participated with the Fire Dept. with the Kiwanis Kindness Essay contest for 5<sup>th</sup> graders in the SVSD.
- Cold case investigation and arrest of homicide suspect (North Bend case)
- Identification and arrest of armed robbery suspect associated with over 85 robberies in the Puget Sound area.

#### Community Events

March 24<sup>th</sup> - Career Fair at Mt. Si High

April 22<sup>nd</sup> – Drug Take Back