



Department Reports September 2024



Communications Division

Danna McCall, Communications Coordinator

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Social Media

- Facebook reach: 117.7K; 7256 followers (38 new).
- Twitter - 3846 followers (28 new)
- Instagram - 2.6K reach; 3025 followers (48 new).
- Top Posts: New 90/18 ramps opening PR (63K reach); new westbound 90/18 ramp aerial photo (43.1K reach); new westbound 90/18 ramp aerial photo 37.1K reach).

Website

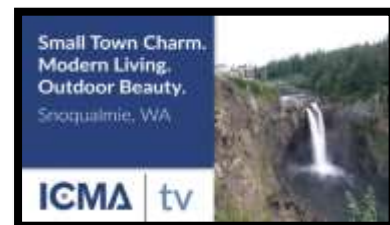
- Website users: 24k; website sessions: 24K; pageviews: 40.7K.
- Top pages: New 90/18 ramps open PR; Twin Peaks; Snoqualmie Falls.
- International Block Party was #8 page.
- Police homepage, blotter, and North Bend burglary investigation PR all top 10 pages.

Engagement, Initiatives & Support

- Mayor: Block party; Freestone Collective & Beehave openings; on-going Ross Report.
- Fire/OEM: Window safety; weekly blotter.
- Police: Chat with the Chief; SRO position update; North Bend Burglaries PR; Chief Lynch MSHS Threat update video.
- CD: Plein Air Paint Out winner; Light Pole Banner installation PR; Block Party marketing; new City ICMA video participation; King Street Alley marketing.
- PPW: Green Snoqualmie Day marketing, graphics, PR.
- HR: SRO Position flyer, employee newsletter.
- Training: Complete 2-day PIO Academy at Redmond PD.

E-News

- Sent 3,040 e-news emails.
- 760 subscribers
- 54% open rate; 8% click thru rate.





Community Development Department

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September 2024 Monthly Report

Permit Activity

Permit applications remain relatively average.

Building	September 2024	YTD
Permit Applications	34	361
Permits Issued	25	326
Total Inspections	35	486

Planning	September 2024	YTD
Pre-Applications	0	8
Sign Permits	2	6

Special Event		55 permits in 2024
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Boards and Commissions:

- Arts Commission September meeting canceled, see update below
- Economic Development Commission -- An economic development roundtable discussion was held on September 18, 2024, with Center Blvd and Better Way business owners.
- Community Development Committee -- A budget presentation and RFQ for affordable housing was presented on September 16, 2024.
- Planning Commission – A retail district overlay discussion continued on September 16, 2024.

Planning Projects:

- Snoqualmie Home Elevation: The Department Staff continues to work with two property owners to take the next steps with raising their homes above the BFE.
- Snoqualmie Home Acquisitions: The Department Staff continues to work with two property owners who are interested in voluntary sales.
- Community Rating System: The Department Staff continues to work through the process to request a lower classification.
- October Flood Awareness Month: The Department Staff continues to work on preparing annual flood report, mitigation letter and other information for citizens living in the floodplain.
- Code Updates: The Department Staff continues to work through the legislative process on amendments for permit processing times, Best Available Science/Critical Areas, Transportation Impact Fees, School Impact Fees, and Retail Waivers.
- NWRM Roundhouse: A variance application was received is currently being processed by the Department.
- Community Center Expansion: No updates.
- Mill Site: No updates.
- Mixed-Use Final Plan Amendment and Retail District Overlay: Draft changes to the retail uses in the downtown and along Center Blvd are currently under review with the Planning Commission.

- Climate Change Element: Work is underway with Staff and the Planning Commission. A climate change committee is currently being assembled to help inform the Commission.
- Affordable Housing: The Department Staff continues to work with the Council Community Development Committee on the development of a request for qualifications to find suitable firm for the design and development of structure to support work force/affordable housing units.
- Code Enforcement: The Department Staff continues to work several code compliance projects, including the conversion of restoration of city cleared property near The Club, a conversion of single-family to condominiums, and others.

Community Engagement, Events, Marketing, and Tourism

Snoqualmie International Block Party: Partnership event, City of Snoqualmie and SnoValley Chamber of Commerce, celebrating the diversity of arts and culture in our community. Chinese Dragon parade, Irish guitars, Mariachi Performers, and Cricket Demos, a sampling of the variety of programming on a sunny September Saturday! Fun day had by 3000pp along Center Blvd.

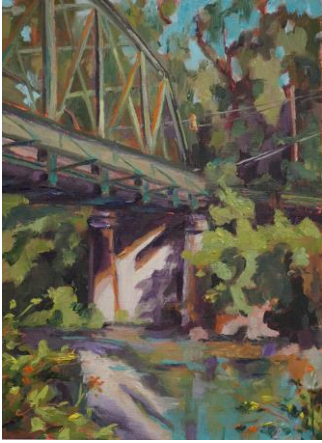
September Arts Commission

- Call For Artist this past spring/early summer for pole banner art. Local artist Susan Hass was chosen by the Arts Commission, her four *relief paintings* of wildlife, chickadee, fox, owl, and woodpecker, were installed, and are now part of the pole banner rotation. Look Up!



- Plein Air Paint Out 2024, “Bridges of Snoqualmie” took place in July, with painters from out of the area, including Michigan! The first-place painting, was painted by Cheryl Comstock, titled “Meadowbrook Bridge” (A)

- Community votes are in – Honorable Mention, Debby McAllister, “Meadowbrook Bridge” (B)



A



B



Finance Department

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September 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. During the month of September, the Payroll and HR team charged with implementing the phase of the project has trained the majority of employees to register and use the “Employee Access” portal. The portal provides employees the ability to update personal information necessary to the functioning of payroll. In addition, the Payroll and HR team has started to train employees in the “Time and Attendance” program which will be the City’s new online timekeeping system replacing the paper timecard process the City currently deploys.

2025-2026 Biennial Budget

The Department was in full budget mode during the month of September. The budget team leading the charge produced and shared with Council and the broader public the 2025-2026 Mayor’s Proposed Biennial Budget, presented to Council on numerous occasions (along with other staff), and answered a number of important questions regarding the financial health and proposed direction of the City over the next biennium. The herculean effort during the month of September wasn’t possible without the help of adroit directors and managers across all the departments and an astute Administration and Council that worked tirelessly to position the City for a better future.

2023 Retroactive Payments/Paybacks for Teamster Local Union No. 763 Members

The Department completed 2023 retroactive payments for the majority of Teamster Local Union No. 763 members during the month of September. These retroactive payments arise from the approval of the 2023-2026 Teamster Local Union No. 763 collective bargaining agreement (CBA) in December of 2023. There are some Teamster members who may owe or be owed retroactively that will require adjudication by a proper authority at a later date. Lastly, the Department is currently working to calculate retroactive payments/paybacks for the Snoqualmie Police Association (SPA) members following the approval of the SPA CBA in July of 2024.



Fire Department

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Fire Department Activity September, 2024

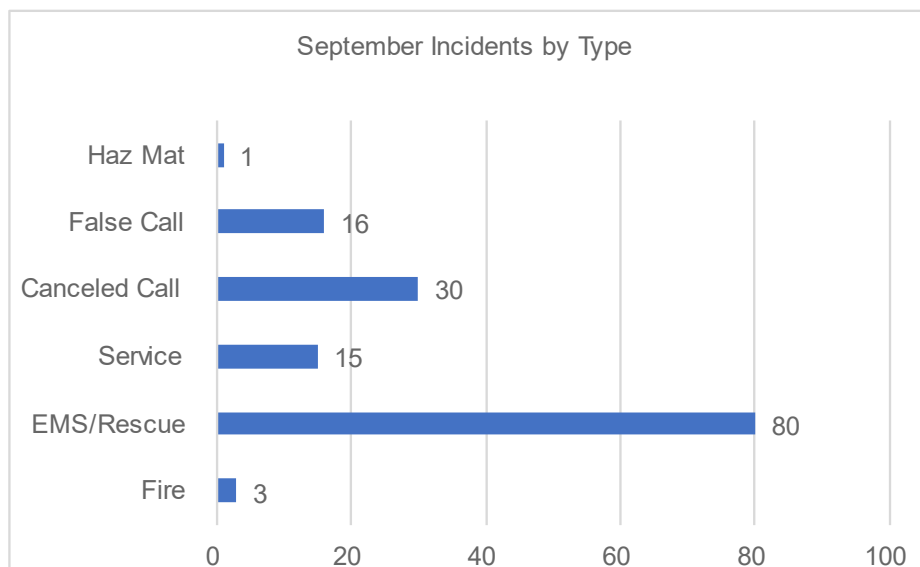
Incident Count September

The Fire Department responded to 145 incidents in September. 54% of the incidents were emergency medical services and 46% 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 7:20 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	25	12	1	0	0	0
Engine	11	15	0	0	0	0
Chief Officer	1	1	1	0	0	0
Total	37	28	2	0	0	0

For incidents outside the city, the 90th percentile travel time for the first arriving unit responding in emergency mode was 15:47 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	1	6	6	3	1	0
Engine	0	4	6	2	0	1
Total	1	10	12	5	1	1

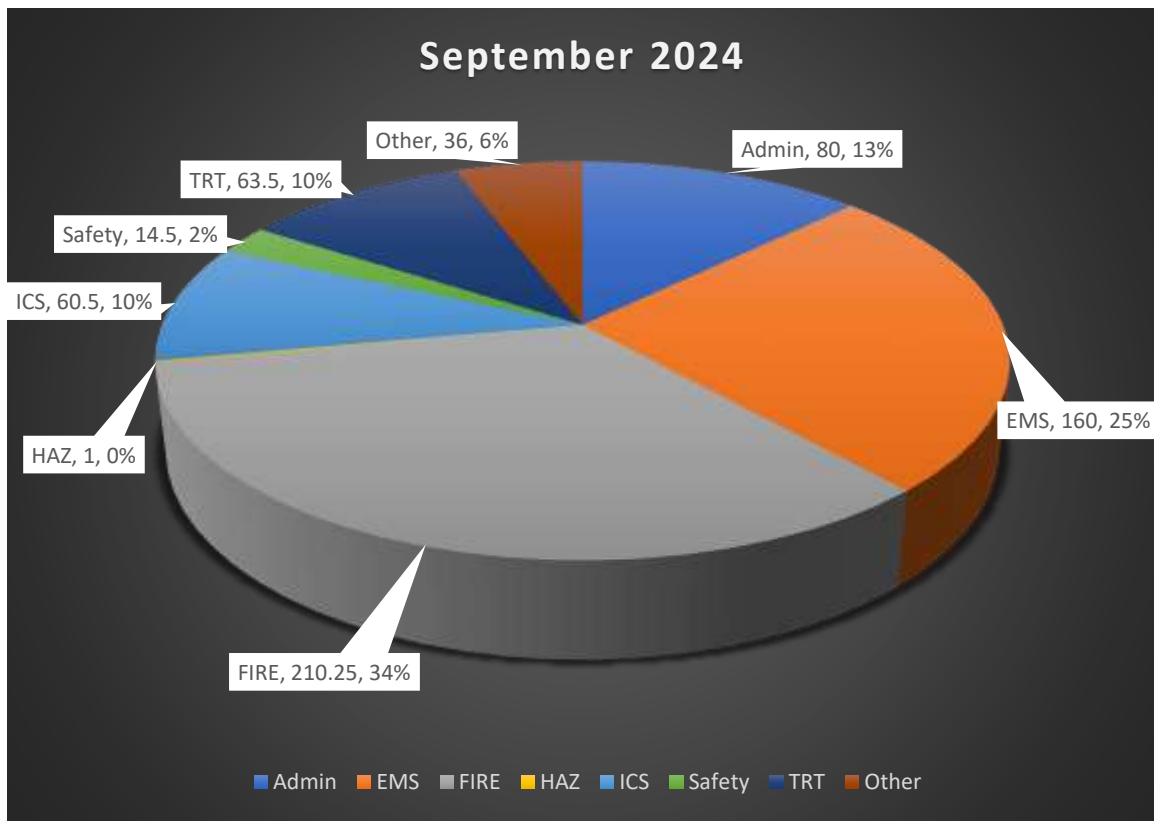
EMS Transports

The Fire Department responded to 80 EMS incidents in September and transported 32 patients to local hospitals. Patients were transported to Swedish Issaquah 34% of the time and Snoqualmie Valley Hospital 56% of the time. Of the transports, 6 were transports that originated from outside Snoqualmie's service area. (North Bend 6, Fall City 0)

Hospital	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Overlake Hospital	0	0	1	1	0	2
Snoqualmie Valley Hospital	1	4	3	3	7	18
Swedish/Issaquah	1	2	3	2	3	11
Other	0	0	0	1	0	1
Total	2	6	7	7	10	32

Training:

The summer months typically bring a decrease in the training being completed due to staffing and increased responses; however, September saw an above-average volume of completions. During the month, crews trained over 625 hours, primarily focusing on company-level drills, high-risk events, and high-rise fire operations. The training covered all different categories, with the majority being fire suppression (34%), followed closely by emergency medical services (25%). During the month, one member completed training to be qualified as an incident commander, two members completed initial onboarding, and one member began the first in a series of courses to complete the Executive Fire Officer program at the National Fire Academy. Other crews attend training for high-rise structure fires in preparation for the new casino hotel being built just outside the city limits. The following chart compares the training hours by type:



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

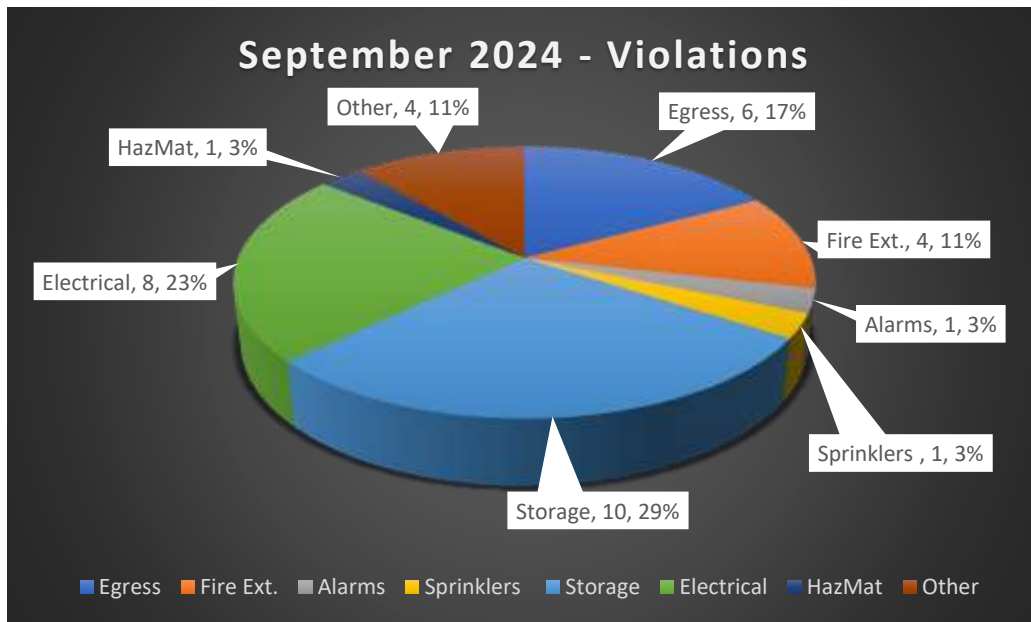
Training – Highlights/Major Topics:

- High-rise operations
- Incident Command System
- New member orientation
- Forcible entry
- Firefighter – Company evolutions and ladder operations
- Vehicle Rescue
- Fire Service Leadership
- Safety – State-mandated safety training, firefighter line-of-duty death reviews
- Technical Rescue – High Angle operations

Community Risk Reduction

Inspections

Fire crews conducted fire and life safety occupancy inspections in September, focusing on occupancies identified as places of assembly (A1-A5) and educational (E) occupancies. Seventeen (17) inspections were completed, noting thirty-five (35) violations. The violations directly reflected a continued inspection practice and keeping occupants informed of what constitutes a code violation and how to be proactive in preventing the issue. Most infractions were resolved within 14 days, and others were remedied while crews were onsite. The following chart is a view of the monthly inspection violations:



Public Education

September public education and outreach reported the following activities:

- Mount Si High School Football Standby events
- 1-Fire Engine show-and-tell
- 1-Opioid Education class

Volunteer Activity

During the month of September the following activity was recorded for the volunteer group

- 23 duty Shifts
- 57 calls responded to
- 375 total hours spent volunteering.

Volunteer Staffing

- 13 rostered volunteers
 - 3 of 4 newest volunteers have finished their initial check-offs and are ready to sign up for shifts and respond.



Information Technology Department

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September 2024

Dear City Council,

The IT Department is making progress on our projects this month. The team is beginning to understand the positive impact of the changes we are making in the city. They are getting excited about the progress we are making!

Here are some updates for the month of September:

- Our Fire Department cloud phone pilot had a bit of an early start because the service provider we are moving away from released their numbers before we were ready to deploy. Andy did a great job getting them up and running. They are all setup with new phones.
- We are hovering around 45 open tickets. We are working on best practices for open tickets as the team moves from being reactive to proactive.
- The Council Chambers AV Project is nearly complete. We just need some training and a couple of small items to be resolve. The project will complete on time.
- The network infrastructure refresh is making progress, and we hope to be ready to present the proposal to the Finance and Administration Committee on October 8th.

We will have more details on projects that are coming including:

- Simplifying our service desk to better serve our users.
- Extending the cloud VOIP pilot to all City of Snoqualmie locations
- Restructuring and updating our server infrastructure
- Updating our Wi-Fi and firewall.

Thank you for your continued support as the IT Department rebuilds!



PARKS & PUBLIC WORKS DEPT.

Jeff Hamlin, Director

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Public Works General/CIP/Engineering Projects:

Tyler Munis Implementation: Public Works has completed initial implementation of the asset management system. All operating divisions are now managing work orders through Tyler Munis. We have been experiencing some bugs with the startup process but are working through these issues with the help of Tyler staff. Since “Go-Live” in mid-September, Parks and Public Works has processed 837 separate work orders.

Road Maintenance and Repair: Paving projects are completed for the summer. Planning and engineering have begun for next summer’s paving and road maintenance projects.

Kimball Creek Bridges: Started on 07/29/24 and is anticipated to be completed by 12/30/24. The contractor has completed repairs on one of the bridges and is beginning work on the second. In-water work is anticipated to be complete by the end of October.

384th Sewer/Sidewalk: The contractor has completed most of the sewer line and service connections. Sidewalk construction is anticipated to begin in October with project completion in early 2025.

Splashpad: Construction is continuing through the Fall season with completion anticipated in November 2024.

Water Reclamation Facility: Construction improvements on the first Oxidation Ditch is generally completed and the contractor is now beginning construction on the second ditch. Commissioning of the facility operations is ongoing. Project completion is anticipated for Spring of 2025.

Reclaimed Irrigation Reservoir: 60% plans and specifications have been submitted for review. Property acquisition and permitting remain on schedule. Construction is anticipated to begin in Autumn 2025 with project completion on or before June 30, 2026

Wastewater Division

- Startup and commissioning of the WRF-3 upgrades continues. Initial performance data indicates a successful design with improved capacity and operational efficiency.
- New staff continue to receive training in all aspects of wastewater treatment.
- Staff received training in Tyler Munis Asset Management.

- Wastewater is recently down one staff. Recruiting will begin immediately to find a replacement.

Water Division

- Major electrical repair at 1040 Pump station was completed to replace bus bar overload; repairs were finished within 10 days. This event will trigger preventative maintenance on all high voltage panels at City water and wastewater facilities.
- Lead and Copper service line report has been completed and submitted to the Dept of Health
- 22 Lead and copper samples taken
- >100 Utility Locates completed
- 33 Water meter repairs completed
- 15 bacteria samples taken
- Training new staff to conduct daily checks at treatment plant
- >60 records created for backflow tests

Parks & Streets Division:

- Stillwater Bog stair repair/replacement has been completed
- Weekly mowing, weeding, edging, cleaning of parks continues through October
- Dog park and FEMA lots mowed twice
- Repaired significant vandalism at Riverview and Community Parks
- 4 Playground inspections completed
- Surface graded Gateway Park in preparation for Christmas Tree and other events
- Increase street sweeping activities as leaf season picks up
- Street crew will be maintaining gravel alleys over the next two weeks in preparation for winter wet season

Fleet & Facilities Division:

Fleet

- City fleet logged >35,000 miles driven in September.
- 20 preventative maintenance work orders completed
- 65 other work orders completed
- Generator maintenance activities completed in preparation for storm season

Facilities

- Daily checks on City building mechanical, electrical and HVAC systems
- 18 work orders completed
- Getting quotes to add power outlets in council chambers
- Getting quotes to replace gutters and add snow fences at Public Works

Stormwater & Urban Forestry Division

- Green Snoqualmie Event was a success – 54 people participated in planting 450 trees and shrubs; 12 new Urban Forest Stewards recruited!
- 50 new street trees planted
- Deep Creek Bridge deck repairs completed

- Stormwater Pond maintenance continues – a contractor has been hired to help catch up with vegetation trimming for some ponds
- Completed sediment removal from parkway bioswales for this year
- 6 stormwater ponds and 42 catch basins inspected
- Z-Tech volunteer event was held to spread wood chips in City green belt
- Blackberry eradication effort completed on the FEMA lots
- Division is down one staff member due to promotion of Phil Bennet as Deputy Director; recruitment is ongoing to find a replacement.

Department of Corrections Crew Work (7 workdays in September)

Work completed at various sites:

Storm pond vegetation maintenance: 7-days of work. Total of 2.6 acres of vegetation removed.

Worked on removing all trees, shrubs, invasive species from entire pond per the Stormwater Vegetation Maintenance SOP. [Five feet outside of fence line down to the water, or as COS property lines permitted]

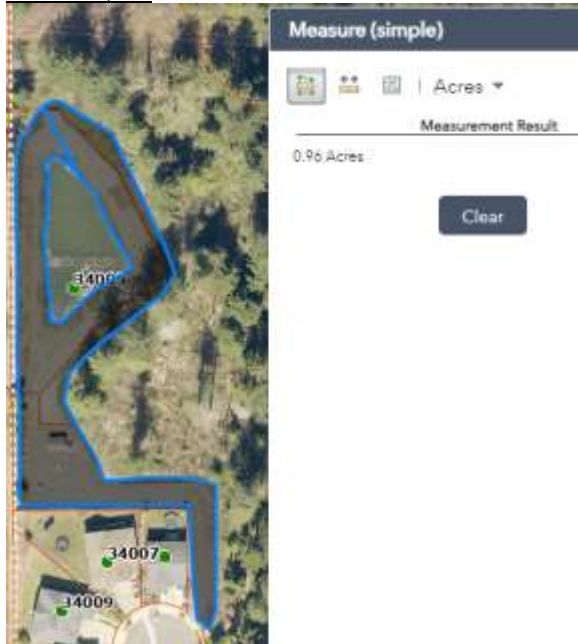
Burke, J3



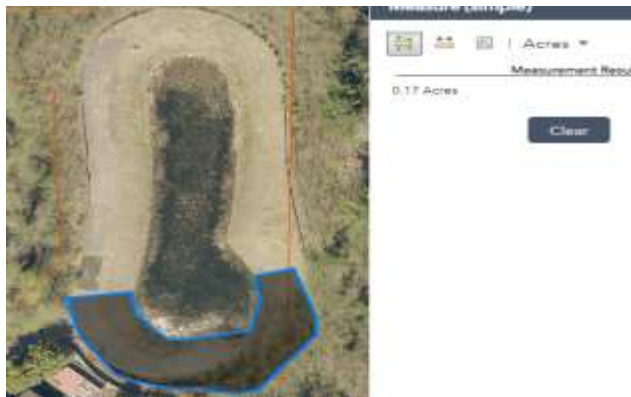
Woody Creek, W1



Swenson, W1



Swenson, E7 [return removal of blackberry/alder for upkeep]



Swensen, E [return removal of blackberry/alder]



Snoqualmie Police Department

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September 2024

Calls for Service

	Aug 2024	Sept 2024	Sept 2023
Snoqualmie	512	481	551
North Bend	494	526	427

Average Response Times (in minutes & seconds)

Sept	Priority 1	Priority 2	Priority 3
Snoqualmie	4:30	2:45	6:23
North Bend	5:52	4:30	5:18
Aug			
Snoqualmie	2:47	3:19	6:03
North Bend	3:35	4:28	4:50

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.

Sept	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	6	4	1
North Bend	16	14	1
Aug	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	8	0	3
North Bend	12	1	1

Items of Importance

Command Staff – Vacancies: 0.
Patrol – Three officer recruits graduated from FTO and released to patrol. Two officer recruits continue in FTO status. One officer recruit continues in Academy. One exceptional hire and another officer recruit start Oct. 1. Vacancies: 3.
Administrative Staff – Records Technician starts Nov. 1. Vacancies: 0.

Community Events

Sept. 8 – Tunnel Light Marathon (North Bend)
 Sept. 14 – Sip Suds and Si (North Bend)
 Sept. 18 – Chat with the Chief (North Bend & Snoqualmie sessions)

Year to Date Theft Comparison

Sept 1 – 30

Snoqualmie	2024	2023
Thefts	6	8
Vehicle Prowls	4	6
Vehicle Thefts	1	1
North Bend	2024	2023
Thefts	16	22
Vehicle Prowls	14	2
Vehicle Thefts	1	0

Crisis Intervention Contacts

	2024		2023	
	Sept	YTD	Sept	YTD
Snoqualmie	3	307	54	203
North Bend	1	8	4	26

Mental Health Professional Contacts

	2024		2023	
	Sept	YTD	Sept	YTD
Snoqualmie	1	93	47	242
North Bend	3	74	13	110

Public Records Requests

Sept 2024	48
2024 YTD	459