



Department Reports December 2023



Communications Division

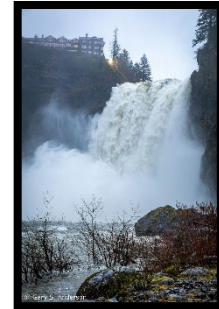
Danna McCall, Communications Coordinator

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Social Media

- Facebook reach: 1 million (new record attributed to viral post of Snoqualmie Falls post flood); 6596 followers (337 new)
- Twitter - 3713 followers (15 new); 6.2K impressions.
- Instagram - 2.6K reach; 2786 followers (29 new).
- Top Posts: Snoqualmie Falls post flood photo (all-time top performing post - 980.5k reach); Snoqualmie Pass closure; then and now Snoqualmie River photos.



Website

- Website users: 19.4k; website sessions: 24.5k; pageviews: 37.2k.
- Top pages: Winter Lights; Twin Peaks; Alert Center (emergency alert section).
- Police and Fire Blotters continue to be top website destinations.
- Website emergency alert system → 1023 subscribers.



Engagement, Initiatives & Support

- Mayor: Winter Lights; Carmichael's King County Spellman award ceremony; ongoing monthly Ross Report.
- Parks & Public Works: Parks and Open Space Plan; transfer of Green Snoqualmie Partnership to City website; forest inspection following windstorms.
- Fire/OEM: Replace Smoke Detector flier; communications protocols for re-accreditation; ongoing FD blotter.
- Police: Rep. Schrier/Chief Lynch retail theft walk and talk; cable theft PR; ongoing PD blotter.
- Winter Lights event video and support.
- Community Survey results to Council and community.



E-News

- 5 weekly editions.
- 760 subscribers (10 new)
- 56% open rate; 5.7% click through rate.
- Industry average: 40% open rate; 6.5% click through rate.
- Coming Soon: Green Snoqualmie E-News.





Community Development Department

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December 2023 Monthly Report

Permit Activity

Permit applications remain relatively average.

Building	December 2023	YTD
Permit Applications	34	548
Permits Issued	36	513
Total Inspections	52	853

Planning	December 2023	YTD
Pre-Applications	2	12
Sign Permits	1	8

Boards and Commissions:

- Arts Commission did not meet in December.
- Economic Development Commission did not meet in December.
- Community Development Committee 12/4 - Review of Housing Element Recommendation for Council review.
- Planning Commission 12/4 and 12/18 – Work on Capital Facilities and Utilities and Environmental Elements.

Land Use Planning Projects:

NWRM: The applicant would like to clear and grade the property to expand the existing museum to include a roundhouse.

Timber Trails (Plat 30): Clearing and Grading permit was submitted to being preparing the parcel for a 46 single-family residential (duplexes and townhomes) lots.

Model Train Museum: Discussion and work continue.

The Rails: Reviewing a building permit from Tracy Hovinga for the vacant parcel, 784920-1430. The proposed project would construct a 3-story mixed use building including 11 apartments, approximately 2,000 square feet of retail/office space, and associated parking and other site improvements.

Crabb Commercial: City Staff are reviewing a building permit for a new commercial building on Railroad Avenue. The proposed development is a 2-story building, 2632 square feet.

Mixed-Use Final Plan Amendment: Review of Snoqualmie Ridge 1 permit and amend conditions of the SR-I Mixed Use Final Plan to allow for more retail.

Community Engagement, Events, Marketing, and Tourism

December 2, Snoqualmie Winter Lights season began with tree lighting. Santa and Mayor Ross arrived at the depot to light the tree. Community based holiday entertainment and carols by SnoValley Winds and Snoqualmie Elementary Kids Choir. Visitors from across the Eastside and across the bridge, Seattle, kicked off the holiday lighting season.

December 9, Downtown Open House, Santa visited with children in the gazebo, with a special hour sensitive friendly hour.

December 15, Free Skate at SnoKing, a partnered event with City of Snoqualmie, Chamber of Commerce, and SnoKing. 400 skaters attended the free event kicking off the holiday season.



Finance Department

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December 2023

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

Phase 1 – General Finance (General Ledger, Accounts Payable, Accounts Receivable, etc.)

The Finance Department is nearing the completion of Phase 1 which focused on several essential modules including the General Ledger, Accounts Payable, Accounts Receivable, General Billing, Tyler Cashiering, and Budget. Several of the proposed modules included initially within Phase 1 such as Project and Grant Accounting, Contract Management, and Purchasing have been deferred for future consideration of their necessity and expense. These modules currently do not have an equivalent within the current legacy system (i.e., Springbrook) and therefore would be overall new to the operations and management of the Department. Activities during the month included extracting, converting, and then uploading prior year checks and invoices from the legacy system into Munis, as well as obtaining additional training and configuration for 1099 processing and purchase cards.

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

The Finance Department has unfortunately delayed the go-live date to the first payroll period in April. To ensure that the Department meets the new go-live date, the Finance Director has been working to restructure and reshuffle the Department's available resources to achieve this high priority for the City. Employees have generally received their new roles and responsibilities in order to build towards a successful go-live date that will include multiple parallel processing runs and the complete validation of the solution. Activities during the month included the continued configuration of the payroll system, setting up the appropriate pay code tables, and developing a critical but temporary timesheet solution (until the ExecuTime module is up and running) that allows the City to import employee hours into Munis.

2023-2024 Mid-Biennial Budget Review and Amendment

Thanks to the tremendous and tireless work of the Budget team, the City completed a review of the 2023-2024 Budget and obtained Council's approval for a budget amendment that covers multiple requests involving insurance premiums, the Police Department's gun range backstop, several CIP projects, and the ERP Project. In addition, Council approved two property tax agenda bills.

Payroll Transitions

The Accounting team was fiercely under siege during the month, especially with payroll. While continuing to work on the new payroll module within Munis, they led the effort transitioning the City from monthly payroll periods to semi-monthly payroll periods. In addition, the Accounting team was hard at work updating systems (both the legacy system and Munis) to reflect the new Teamsters contract approved by Council. This included several retroactive employee pays. The remainder of the retroactive employee pays will take place in the new year.

Monthly Finance Metrics – Payments, Receipts & Licenses

Vendor Payments Processed – 198

Utility Billing Payments Processed – 4,639

Payroll ACH Processed – 233

B&O Tax Returns Processed – 51

Pet Licenses Processed – 0



Fire Department

Mike Bailey, Fire Chief

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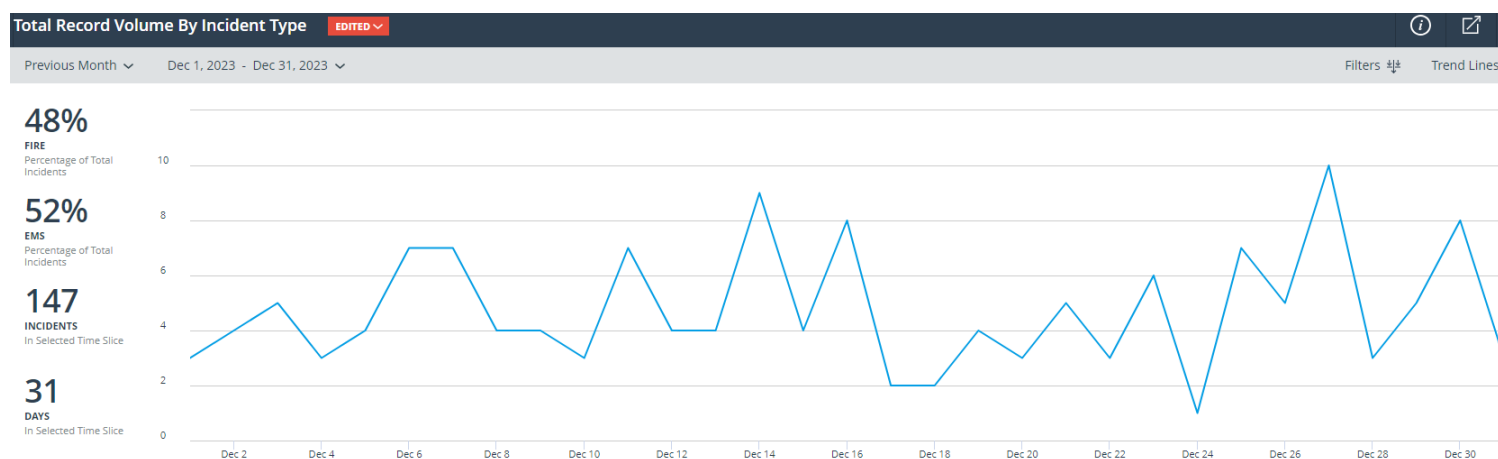
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Fire Department Activity December 2023

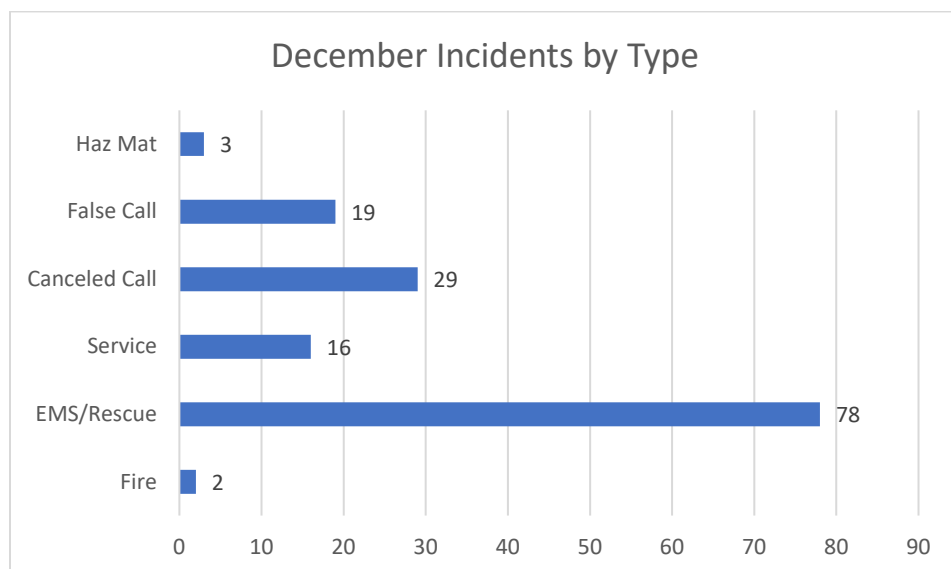
Incident Count December

The Fire Department responded to 147 incidents in December. 52% of the incidents were emergency medical services and 48% were fire related incidents. The following chart displays incident count per day.



Incident Count by Type:

The following is a count breakdown of incidents by type.



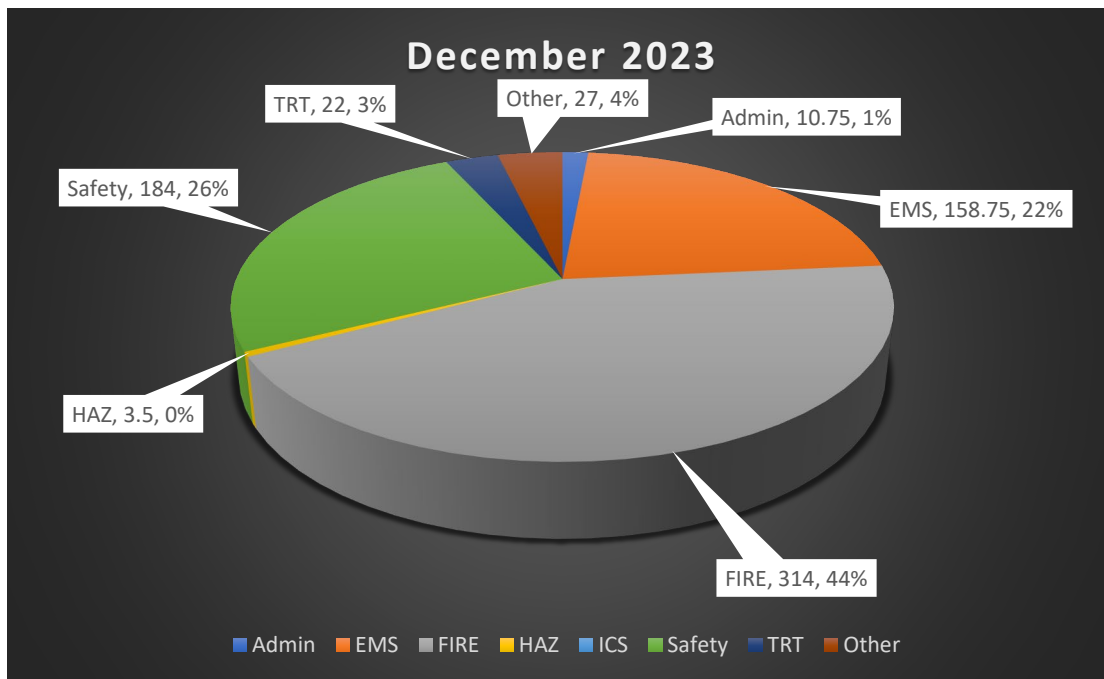
EMS Transports

The Fire Department responded to 78 EMS incidents in December and transported 36 patients to local hospitals. Patients were transported to Swedish Issaquah 17% of the time and Snoqualmie Valley Hospital 72% of the time.

Hospital	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Overlake Hospital	1	1	0	1	0	3
Snoqualmie Valley Hospital	4	4	7	4	7	26
Swedish/Issaquah	0	1	3	0	2	6
Other	0	0	1	0	0	1
Total	5	6	11	5	9	36

Training:

Firefighters trained over 720 hours in December, rounding out the year on a high note. The training covered all different categories with the majority being fire suppression and response (44%) followed closely by Safety Training (26%), and Emergency Medical Services (22%). The following chart compares the training hours by type:



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

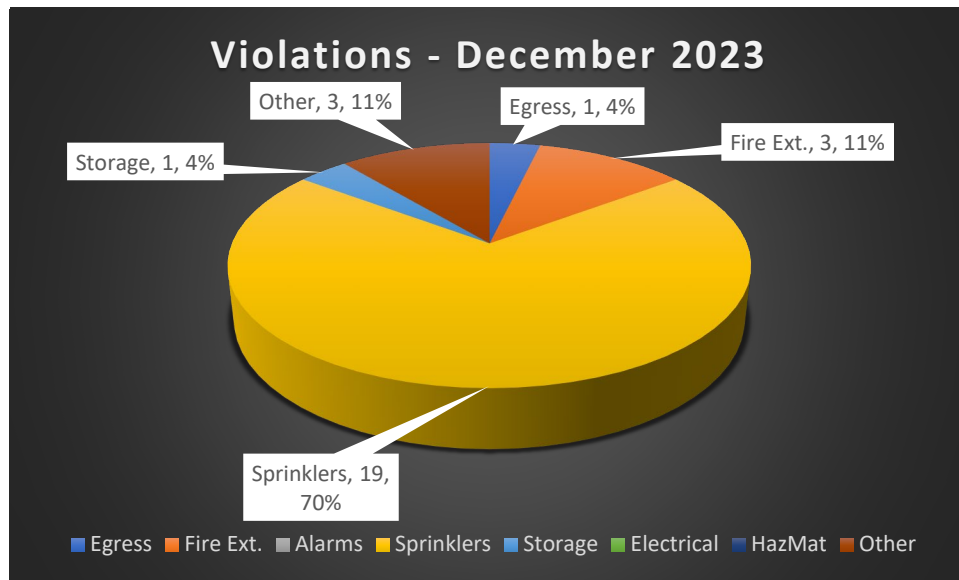
Training – Highlights/Major Topics:

- Hazardous Materials – Placarding and SDS systems
- Technical Rope Rescue – Team oriented pick-off, mechanical advantage systems
- Medical – Advanced Airway Techniques (certifications) and OBGYN emergencies, paramedic run review
- Firefighter – Company evolutions and fire pump operations
- Safety – Near-Miss and Line of Duty Death review, annual driver refresher training

Community Risk Reduction

Inspections

Fire crews conducted fire and life safety occupancy inspections in December, focusing on higher risk occupancies. Twenty-four (11) inspections were completed noting 27 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

December public education and outreach reported the following activities:

- Participated in the Holiday Tree Lighting downtown
- 2024 King County EMS Grant planning
- 2024 Mount Si High School CPR program planning
- (2) Stop the Bleed and Opioid Education classes

Volunteer Activity

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

- 20 Duty Shifts
- 34 Calls responded to
- 253 Total hours spent volunteering.



Human Resources Department

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December 2023

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. The Performance Management module will be worked on in early January 2024. The go-live date is now set for April 2024 to allow for staff to continue implementation efforts.

HUMAN RESOURCES

Recruitment

The HR department filled key leadership level positions during the last quarter of 2023, that included City Administrator, Police Chief, Fire Chief, Finance Director, and HR Manager. All open Police Officer positions were also filled and a Sergeants promotional exam will be held in January 2024. The City continues to recruit for several critical positions across multiple departments, including but not limited to, the Parks & Public Works Director, IT Director, Police Captain, and a number of key utility positions. The City had recruited and hired, or promoted, 35 people in 2023.

Class & Compensation Study/Union Negotiations

Staff is continuing to work on a compensation philosophy and implementation plan for non-represented employees and will be prepared to make a proposal in February 2024. In addition, the Administration made progress with Teamsters in reaching a four-year agreement until the end of 2026. Negotiations are continuing with the Snoqualmie Police Association (SPA).

Wellness Committee

The Wellness Program was kickstarted during the last quarter of 2023 with the appointment of a Wellness Coordinator, under the supervision of the HR Manager, and the formation of a Wellness Committee. The City has achieved the minimum requirements to apply for Well City status in February 2024. Notification on achievement of Well City status will be known by May 2024 and premium discount to start in January 2025.

Employee Recognition

The Mayor's Breakfast was held in early December 2023 with a number of employees being recognized for their outstanding service to our community as well as recognized for their continued years of service.

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.



Parks & Public Works Department

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Staffing Levels

Parks, Streets – 1 Vacancy

Water – 3 Vacancies

Wastewater – 3 Vacancies

December 2023

Summary Parks & Public Works

- Now that the holiday season is completed, our Parks and Streets Division will focus in the near term on removing the holiday lights and placing the decorations in storage for next year. Additional Parks and Streets activities include replacing old and broken signage around the City, cleaning up and regrading the gravel alleyways, and performing ongoing routine maintenance activities.
- The Urban Forestry and Stormwater Division has nearly completed all stormwater facility inspections in accordance with our NPDES permit requirements. Urban Forestry has also been managing maintenance activities on all City boardwalks and trail bridges and plan to have that work completed by this spring. We would like to give a big shout out to our forestry team for their quick action in responding to so many downed trees and limbs during our recent windy weather.
- The Engineering Division continues its focus on capital projects and preparing projects for the CIP update. We have some exciting projects on tap, including the 384th Ave Sewer Line Reconstruction, the splash pad at Community Park and Phase 2 Sandy Cove Park Riverbank Restoration, all scheduled to be completed this summer. Progress continues on the Centennial All-inclusive Playground project; construction is scheduled to be completed this month.
- Our Water Division has been busy with responding to reporting requirements from Dept of Ecology and Dept of Health for PFAS monitoring and Lead Service Line replacement programs. We lost one of our valued employees in the Water Division in December with the retirement of Kevin Aspy, who was instrumental in the design and maintenance of the City's irrigation system over the last twelve years. Justin Ren has been working with Kevin over the last year and will take on Kevin's position to oversee the irrigation system.
- Wastewater is still short on employees but manages to effectively maintain the Wastewater facility and attendant operations. Wastewater Reclamation Facility - Phase 3 (WRF-3) project continues on-schedule and the first phase of construction is scheduled to be completed at the end of 2024. Recruitment efforts continue in attempt to fill the water and sewer technician vacancies.
- The Fleet and Facilities Division has completed the process of installing plows and final preparations for the winter season and is ready to plow snow if we get any this year. We will be integrating new equipment into our operations this season with the acquisition of the new front loader. Good news! – the City Hall stairway project is complete and the stairs are back in service.
- Finally, Parks and Public Works has completed inventory of our facilities and is beginning training on the new Tyler Asset Management System. Training sessions begin early January and will continue until full implementation, scheduled in September 2024.

Department of Corrections Crew Work for December 2023

* Note: DOC had 10 workdays this month*

Work completed at various sites:

1. Storm pond vegetation maintenance:

1.1. No storm pond vegetation maintenance this month.

2. Storm pond, swale, and wetland fence repair: Completed 1 pond, 1 swale and 2 wetland areas.

2.1. Split-rail fence repair at Kinsey Pond, completed 517 feet of fence to include:

2.1.1. Replaced 4 posts and 13 sections of rail, chain link stapled to rails.

2.2. Split-rail fence repair at Bybee Wetland, completed 276 feet of fence to include:

2.2.1. Replaced 14 posts and 23 sections of rail, chain link stapled to rails.

2.3. Split-rail fence repair at Isley 3 Bioswale, completed 312 feet of fence to include:

2.3.1. Replaced 7 posts and 9 rails. No chain-link.

2.4. Split-rail fence repair at Carmichael Wetland, completed 424 feet of fence to include:

2.4.1. Replaced 1 posts and 30 rails and 120 feet of new chain-link stapled to rails.

3. Trail maintenance:

3.1. No trail maintenance this month.

4. Forest restoration:

4.1. No forest restoration this month.

5. Park and street maintenance:

5.1. Litter picked 17 bags of trash along Mill Pond, Reinig and Boalch Roads.

6. Work Area and Tool maintenance:

6.1. Removed trash and recycled old street department items at PPW compound.

6.2. Chipped old fence material (without any nails, screws, or staples).

7. Encroachment Sign Building/Installation:

7.1. Built 300 forest and wetland protection/encroachment signs to be installed along forest edges and protected areas throughout the City (beginning with areas that have had people cut vegetation and/or throw yard debris and trash onto City Property).

8. Street Tree maintenance:

8.1. Prepared 50 sheets of cardboard for mulching planter strips along forest and storm pond edges to reduce maintenance time and costs.

Bybee Wetland: Completed 276 feet of fence to include replacing 14 posts and 23 sections of rail and chain link stapled to rails where needed.

Kinsey Pond: Completed 517 feet of fence to include replacing 4 posts and 13 sections of rail and chain link stapled to rails where needed.



Snoqualmie Police Department

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December 2023

Calls for Service

	Nov. 2023	Dec. 2023	Dec. 2022
Snoqualmie	558	567	533
North Bend	399	378	483

Average Response Times (in minutes & seconds)

December	Priority 1	Priority 2	Priority 3
Snoqualmie	3:46	4:14	4:12
North Bend	5:00	6:28	4:46
November			
Snoqualmie	5:36	3:22	3:10
North Bend	3:07	3:16	4:35

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.

December	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	18	7	1
North Bend	21	5	1
November	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	15	8	0
North Bend	10	1	4

Items of Importance

Command Staff – Vacancies: Captain position opened 12/1 and closing 1/5, Admin Sergeant.

Patrol – Vacancies: 1 Patrol Officer opening due to 1 officer retirement in January. Oral board interviews conducted 12/19 to establish an eligibility list. 1 officer cadet ongoing FTO. 2 officer recruits started 12/4 and 12/11. All told, now 4 officer recruits awaiting academy start dates scheduled for February and March.

Administrative Staff – Vacancies: Records Technician, expected to be posted mid-January.

Community Events

Year to Date Theft Comparison

Jan. 1 – Dec. 31

Snoqualmie	2023	2022
Thefts	132	187
Vehicle Prowls	84	145
Vehicle Thefts	21	32

North Bend	2023	2022
Thefts	229	250
Vehicle Prowls	45	66
Vehicle Thefts	23	33

Crisis Intervention Contacts

	2023		2022	
	Dec	YTD	Dec	YTD
Snoqualmie	47	290	25	135
North Bend	4	32	3	16

Mental Health Professional Contacts

	2023		2022	
	Dec	YTD	Dec	YTD
Snoqualmie	9	301	14	34
North Bend	9	147	4	14

Public Records Requests

Dec. 2023	54
2023 YTD	570