



Department Reports January 2024



Communications Division

Danna McCall, Communications Coordinator

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Social Media

- Facebook reach: 174.6K; 6866 followers (270 new)
- Twitter - 3744 followers (32 new)
- Instagram - 1.9K reach; 2802 followers (16 new).
- Top Posts: 90/18 project update (148K reach); Snowy Snoqualmie historical photo; New Year's sunrise photo.



Website

- Website users: 20.9K; website sessions: 27.2K; pageviews: 43.3K.
- Top pages: Twin Peaks; Snoqualmie Falls; Jobs.
- Community Center Expansion page was top 20 destination.
- Police Blotter was top 10 page destination.



Engagement, Initiatives & Support

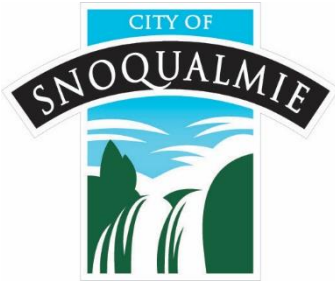
- Mayor: Q1 Newsletter; Ross Report; *new* Council meeting recap graphics.
- Parks & Public Works: Green Snoqualmie transfer; Community Center Expansion open house planning and execution; snow and ice storm comms support.
- Fire/OEM: public education class support; Chat with Chiefs event planning; ongoing FD blotter.
- Police: Chat with Chiefs event planning; ongoing PD blotter.
- HR: position recruitment fliers.



E-News

- Sent 3,810 e-news emails.
- 765 subscribers (5 new)
- 58% open rate; 5.8% 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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January 2024 Monthly Report

Permit Activity

Permit applications remain relatively average.

Building	January 2024	YTD
Permit Applications	31	31
Permits Issued	33	33
Total Inspections	50	50

Planning	January 2024	YTD
Pre-Applications	1	1
Sign Permits	0	0

Boards and Commissions:

- Arts Commission did not meet in January.
- Economic Development Commission did not meet in January.
- Community Development Committee did not meet in January.
- Planning Commission 1/2 and 1/16 – Continued work on the 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: No updates.

The Rails: Continued review of 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 commercial building on Railroad Avenue. The proposed development is a 2-story building, 2632 square feet. The planning permit was approved October 2023 and the building permit is ready.

Mixed-Use Final Plan Amendment: Continued 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

The City of Snoqualmie and SnoValley Chamber of Commerce hosted a booth at the Seattle Wedding Show, January 27 and 28. Snoqualmie has wedding venue and hotel options, also a popular destination for out-of-town wedding guests looking to explore.

The City of Snoqualmie provided support for the production and printing of the 2024 Wedding Guide, available at the Wedding Show, and the Chamber website.



Finance Department

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January 2024

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 processing mapping the eventual decentralization of accounts payable.

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

To ensure that the Department meets the new April 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 a mini-payroll processing attempt, a configuration audit of Munis, and setting up the appropriate code tables.

Tax Proposals Adopted

Thanks to the tremendous and tireless work of the Budget team, Council adopted a 0.1% Transportation Benefit District (TBD) sales tax and sent to the voters on August 6, 2024, a 0.1% public safety sales tax. Both taxes are designed to sustain multiple departments following historic pandemic-driven inflationary pressures.

Start-of-Year Transitions

The start of the year is usually very busy for the Finance Department. W-2's and 1099's were distributed. In addition, the Accounting team has been working fiercely to account for the new Teamsters contract and the recently adopted non-represented Management and Professional salary schedule and retention pay system, making sure that everyone receives their correct pay, and starting the process of calculating retroactive pay.

Monthly Finance Metrics – Payments, Receipts & Licenses

Vendor Payments Processed – 243

Payroll ACH Processed – 106

Business License Applications/Business License Renewals - 93

2024 Finance Department Project Update

#	Project	Lead Division	Joint Department	2024 Schedule/Timeline				Future Year End Quarter	Deliverables/Goals	Status Update
				Previous Year Start Quarter	Q1	Q2	Q3			
1	ERP Phase 1 - Finance	Accounting/ Revenue		Q3 2023					The successful completion of all necessary modules and the usage of modules by end users outside department.	The Accounting team has mapped a decentralized AP process that will be shared with an implementation consultant with the goal of designing and integrating workflow business rules. Following this work, the Accounting team will be educating end users on the new AP process.
2	ERP Phase 2 - Human Capital Management	Accounting	Admin (HR)	Q4 2023					The successful completion of all necessary modules and the usage of modules by end users outside department.	The Accounting team conducted a mini-payroll processing event which did not go as desired. As a result, the team completed a configuration audit that led to the design of a six-step review process that will be completed during the month of February. The team will be having a mandatory "Manifest" on February 17, 2024 to work through some of the audit items.
3	ERP Phase 3 - Utility Billing & Revenue	Revenue	Parks & Public Works						The successful completion of all necessary modules and the usage of modules by end users outside department.	No implementation consultant (Tyler) has been assigned to this phase.
4	2021-2022 Financial & Accountability Audit	Accounting		Q3 2023					The completion of 2021 and 2022 audit with no adverse opinion due to work within department.	The Accounting team continues to facilitate the 2021 Financial & Accountability Audit fulfilling the data requests of the State Auditor's Office.
5	2023 Financial Statements	Accounting							Submission of the 2023 Financial Statements by May 30, 2024.	The Accounting team is working to close out 2023 before preparing the financial statements.
6	Revenue Options	Budget		Q4 2023					The consideration of several tax proposals out of the options selected, voted or councilmanic	Council recently approved a 0.1% TBD sales tax and voter-submitted 0.1% public safety sales tax proposition. The Department of Revenue has been notified and is implementing the 0.1% TBD sales tax. The City will need to establish pro/con committees and submit an explanatory statement by May for the public safety sales tax.
7	Utility Rate Study	Budget/ Revenue	Parks & Public Works	Q4 2023					Approval of new utility rates.	The Finance Department received and is currently fulfilling a data request from the consultant before their analysis commences.
8	Comprehensive Fee Study	Revenue	All Departments						Approval of new fee amounts and automatic inflationary increases.	The Revenue team is developing an RFP to send to potential consultants.
9	B&O Tax Audit/Square Footage Tax Proposal	Revenue							Consideration of a square footage tax proposal and the successful analysis and collection of audited B&O taxes.	The Finance Department has hired a contractor to conduct a 3 to 6 month audit of the City's B&O taxes. The Revenue team is expected to finalize a square footage tax presentation in February and provide to the Administration.
10	Snoqualmie Tribe Fee for Service	Budget	Police, Fire & Emergency Management	Q2 2023					Approval of an agreement with the Tribe.	Discussions continue.
11	2025-2030 Capital Improvement Plan	Budget	Parks & Public Works	Q4 2023					Adoption of the 2025-2030 CIP.	The Budget team has been crafting the Mayor's Proposed 2025-2030 CIP. Council can expect to see the updated CIP sometime tentatively between March and May.
12	Community Center Expansion Project Funding Plan	Budget	Parks & Public Works	Q3 2023					Consideration of a funding plan.	The Administration has had several conversations recently regarding the project funding plan, including preliminary discussions regarding the possible issuance of a bond, and the submission of a \$5.0M appropriation request to the State Legislature. The completion of this plan is dependent on the adoption of the 2025-2030 CIP.
13	2025-2026 Biennial Budget	Budget	All Departments						Adoption of the 2025-2026 Biennial Budget.	The Budget team is creating a calendar for the 2025-2026 Biennial Budget process.
14	Labor Agreement Support & Implementation	Budget/ Accounting	All Departments	Q4 2023					Approval of any CBA and salary schedule, corrections successfully applied, and retroactive pay completed.	Council recently adopted the 2024 salary schedule and retention pay system for non-represented staff. The Accounting team continues to update the payroll system with the new wage tables (Teamsters and M&P) and completing retroactive pay.



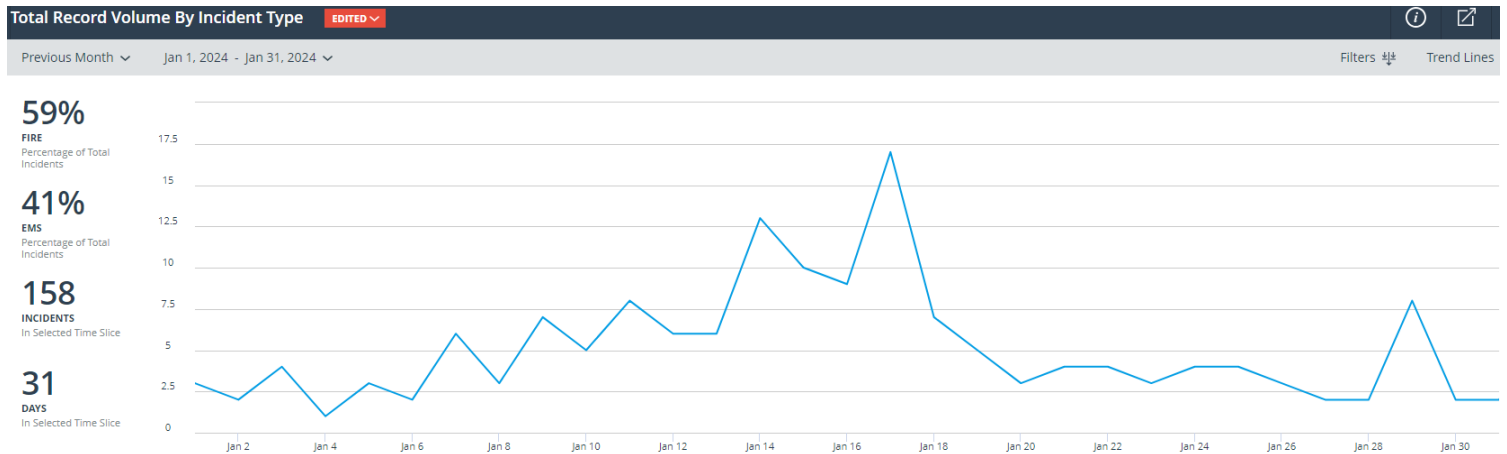
Fire Department

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Fire Department Activity January 2024

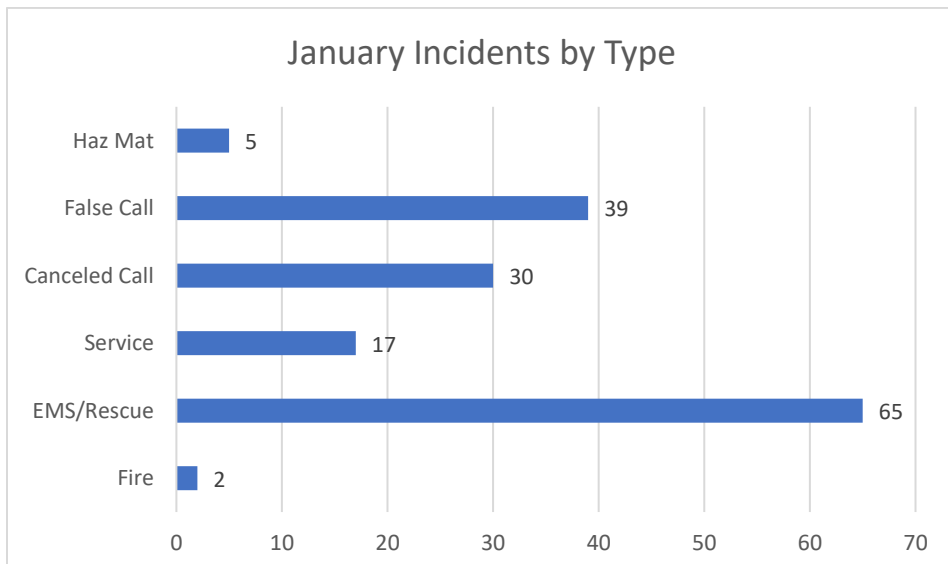
Incident Count December

The Fire Department responded to 158 incidents in January. 41% of the incidents were emergency medical services and 59% were fire related incidents. The following chart displays incident count per day. The larger percent of fire calls can be attributed to the ice storm and an increase in false alarm and water calls the 14th through the 18th.



Incident Count by Type:

The following is a count breakdown of incidents by type. As mentioned earlier, there is a large jump in false calls/alarm activations. For comparison purposes, false calls for the last 6 months of 2023 averaged 14.5 per month.



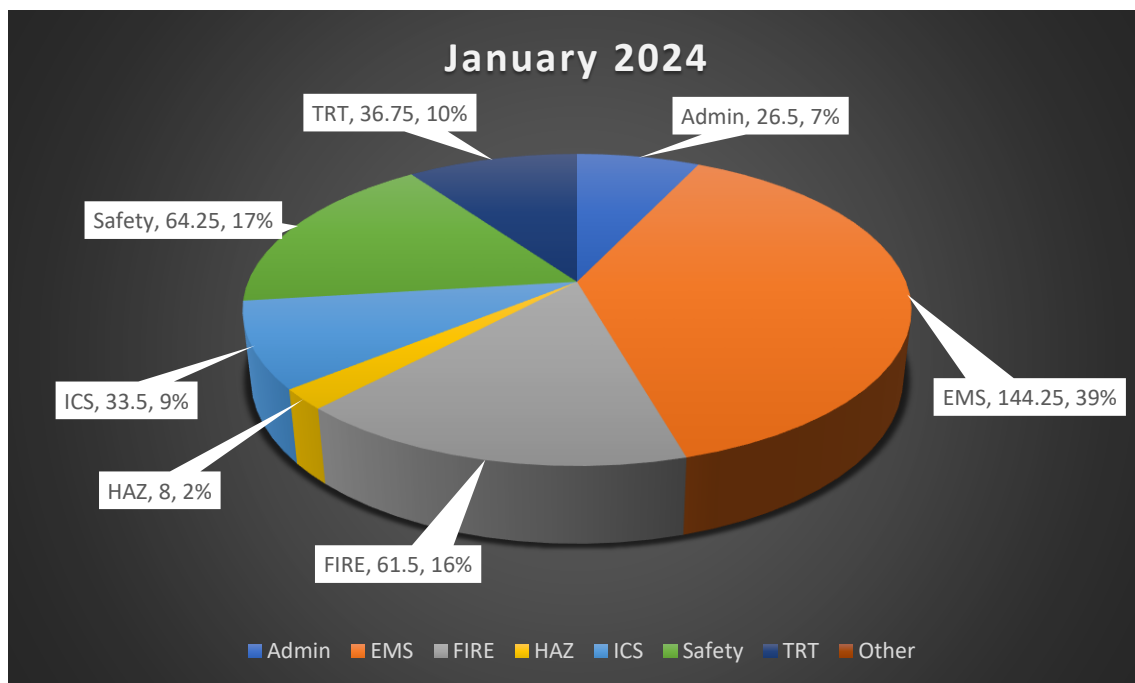
EMS Transports

The Fire Department responded to 65 EMS incidents in January and transported 30 patients to local hospitals. Patients were transported to Swedish Issaquah 57% of the time and Snoqualmie Valley Hospital 37% of the time.

Hospital	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Overlake Hospital	0	1	1	0	0	2
Snoqualmie Valley Hospital	4	1	3	3	0	11
Swedish/Issaquah	3	2	6	3	3	17
Other	0	0	0	0	0	0
Total	7	4	10	6	3	30

Training:

Firefighters trained over 375 hours in January, primarily focusing on the state-mandated training as outlined in WAC 296-305, the vertical standards for firefighting. The training covered all different categories with the majority being Emergency Medical Services response (39%) followed closely by Safety Training (17%), and fire suppression response (16%). The following chart compares the training hours by type:



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

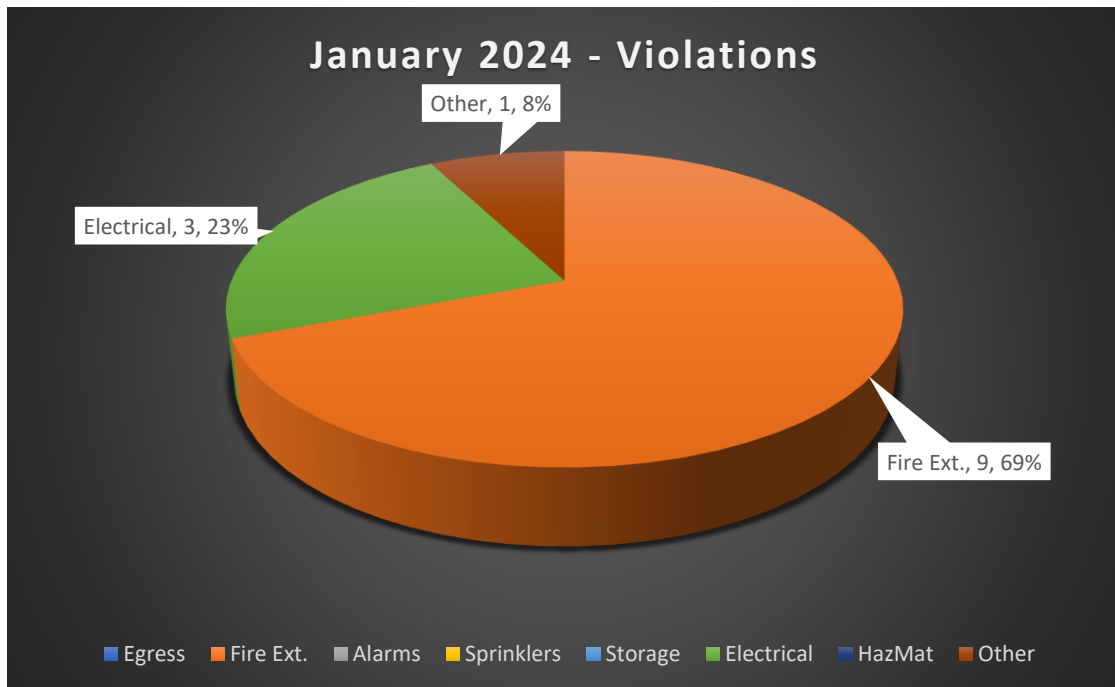
Training – Highlights/Major Topics:

- Asbestos identification and awareness
- Technical Rope Rescue – anchors/knots/hitches/hardware
- Medical – Annual CPR, advanced airway, epinephrine, naloxone
- Firefighter – Company evolutions and forcible entry
- Safety – Driver safety, firefighter line of duty death reviews
- FEMA/National Fire Academy – Unified Command for All Hazard Incidents

Community Risk Reduction

Inspections

Fire crews conducted fire and life safety occupancy inspections in January, focusing on missed or off-cycle inspections. Ten (10) inspections were completed noting 13 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

January public education and outreach reported the following activities:

- Mount Si High School CPR program – 3 days, 21 hours, 200 students
- Renewed King County CPR grant for \$3500 in reimbursement
- (1) Station Tour
- Stop the Bleed and Opioid Education class planning (coming in February and March)

Volunteer Activity

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

- 25 Duty Shifts
- 65 Calls responded to
- 288.5 Total hours spent volunteering.



Human Resources Department

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January 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, including but not limited to, the Parks & Public Works Director, IT Director, a number of key utility positions, as well as a HR Analyst and Deputy City Clerk. There is currently one Police Officer opening and the Administrative Sergeants position. The candidate selected for Police Captain is undergoing the background process. The Fire department is currently recruiting for a Lateral Firefighter and the recruitment for a Deputy Chief will begin soon.

Class & Compensation Study/Union Negotiations

The implementation of the newly approved compensation schedule for non-represented employees is in place, coupled with the new M&P review form and performance-based step increases. Negotiations are continuing with the Snoqualmie Police Association (SPA).

Wellness Committee

The City has completed the application for Well City status in February 2024. Notification on achievement of Well City status will be known around March 2024 and premium discount to start in January 2025.

Employee Recognition

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.

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

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January 2024

Calls for Service

	Dec. 2023	Jan. 2024	Jan. 2023
Snoqualmie	567	567	585
North Bend	378	470	444

Average Response Times (in minutes & seconds)

January	Priority 1	Priority 2	Priority 3
Snoqualmie	4:51	4:46	5:57
North Bend	6:54	4:53	6:15
December			
Snoqualmie	3:46	4:14	4:12
North Bend	5:00	6:28	4:46

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.

January	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	14	11	3
North Bend	15	6	2
December	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	18	7	1
North Bend	21	5	1

Items of Importance

Command Staff – Captain position screening interviews and Chief’s meetings took place in late Jan. Vacancies: Admin Sergeant.

Patrol – Sergeant Assessment Center of 6 internal candidates took place 1/19. 1 officer cadet ongoing FTO. 2 officer recruits start academy 2/7 with 2 more to follow 3/5. Vacancies: 1 Patrol Officer.

Administrative Staff – Vacancies: Records Technician position opened 1/15, closed 2/2, screening interviews 2/8 and 2/9, oral board interviews 2/12.

Community Events

Year to Date Theft Comparison

Jan. 1 – 31

Snoqualmie 2024 2023

Thefts	14	10
Vehicle Prowls	11	9
Vehicle Thefts	3	3

North Bend 2024 2023

Thefts	15	17
Vehicle Prowls	6	5
Vehicle Thefts	2	2

Crisis Intervention Contacts

	2024		2023	
	Jan	YTD	Jan	YTD
Snoqualmie	31	31	12	12
North Bend	1	1	1	1

Mental Health Professional Contacts

	2024		2023	
	Jan	YTD	Jan	YTD
Snoqualmie	15	15	18	18
North Bend	7	7	5	5

Public Records Requests

Jan. 2024	51
2024 YTD	51