



Department Reports September 2023



Communications Division

Danna McCall, Communications Coordinator

38624 SE River Street, Snoqualmie, Washington 98065

(425) 996-5285 | www.snoqualmiewa.gov

Social Media

- Facebook reach: 24.4K; 6116 followers (16 new)
- Twitter - 3685 followers; 4k impressions.
- Instagram - 1.8K reach; 2717 followers (7 new).
- Top Posts: Historic Bank photo, Parkway paving, SR 18 lane closures.
- Parkway paving and the community survey were main focus.

Website

- Website users: 15.4k; website sessions: 19.5k; pageviews: 34.5k
- Top website sections: News Flash (news release section); Twin Peaks; Snoqualmie Falls
- News release section of website remains top destination for users.
- Art Off the Rails Festival was a top 10 page destination.

Engagement, Initiatives & Support

- Mayor: Pkwy repaving ribbon cutting, legislator community center tour, proclamations.
- Parks & Public Works: Snoqualmie Pkwy paving, Green Snoqualmie Day event marketing; ongoing ADA Right of Way draft plan outreach.
- Police: new [recruitment video](#) finalized, edited, and published, ongoing PD blotter.
- Block Party, Art of the Rails marketing, 2nd Comp Plan Open House planning.
- Community Survey marketing.
- Fire: firefighter union scholarship awards press release, ongoing FD blotter, Nat'l Preparedness month.

E-News

- 750 subscribers
- 57% open rate; 6.6% click through rate.
- Industry average: 40% open rate; 6.5% click through rate.





Community Development Department

Emily Arteche, Director
38624 SE River St. | P.O. Box 987
Snoqualmie, Washington 98065
(425) 888-5337 | earteche@snoqualmiwa.gov

September 2023

Building Permit Activity

Permit applications to the Community Development Department remain relatively low. Inspections are picking up as a number of homes are under construction in the recently-approved Snoqualmie Ridge II Plat 29/Cascade Pointe.

Building	September 2023	YTD
Permit Applications	56	430
Permits Issued	40	405
Total Inspections	59	683

Planning	September, 2023	YTD
Business Licenses	12	51
Pre Applications	0	6
Sign Permits	0	5

Boards and Commissions:

- Planning Commission 9/5 and 9/25 – completed work the land use element, goals and policies and a recommendation will be forward to the CD Committee for September. Proposed Ordinance 1279, regarding the ADU Amendments to the Code had received the requisite public hearing in August.
- Community Development Committee, 9/18 - reviewed proposed Ordinance 1279; first reading of the Ordinance occurred at the 9/25 City Council Meeting.

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): Preliminary approval was granted by the Hearing Examiner in July 2023 to subdivide a parcel into 46 single-family residential (duplexes and townhomes) lots.

Model Train Museum/Park: In December 2022 the Council authorized the Mayor to approval a Memorandum of Understanding, to develop a park/museum on City property which will showcase a model train. The proposed project includes a 20,000 square foot building, outdoor parking, community event space, a gift shop and other interactive features as well as an outdoor recreational park with picnic benches and other improvements. The City Council met in August with representatives of model train and approved an extension to the timeline of project of three months before moving forward with an approval of the draft lease and development agreement.

The Rails: City Staff are 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.

Snoqualmie Ridge Self-Storage: City Staff are reviewing a building permit for the expansion of Snoqualmie Ridge Self-Storage. The applicant proposes to expand the existing self-storage facility by constructing a new 3-story building with approximately 29,000 square feet of floor space to replace the existing RV storage area in the northwest corner of the property.

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

Wireless Permit: City Staff are reviewing a Conditional Use Permit for a wireless communication facility on the top of an existing building located on Center Blvd. SE. A public hearing on the project was held in September and a Hearing Examiner recommendation for approval was sent to the City Council. A Council meeting is scheuduled for October 9, 2023.

Comprehensive Plan Outreach: Over 350 total public comments have been recieved from open houses, business roundtables, surveys, the Ridge Business Owners and the Snoqualmie Tribe. The Planning Commission has made recommendations to the Community Developent Committee on the land use element. The Economic Development and Housing elements are moving through the Planning Commission. A second open house is schedule in mid-October for additional public participation.

Events, Engagement, Marketing and Tourism:

- Halloween Festival 10/30/23
- Egg Hunt 3/29/24
- Daddy Dash 4/19/24
- Graduation and Carnival 6/5/24



Fire Department

Mike Bailey, Interim Fire Chief
37600 SE Snoqualmie Pkwy | PO Box 987
Snoqualmie, Washington 98065
mbailey@snoqualmiewa.gov
(425) 888-1551

Fire Department Activity September 2023

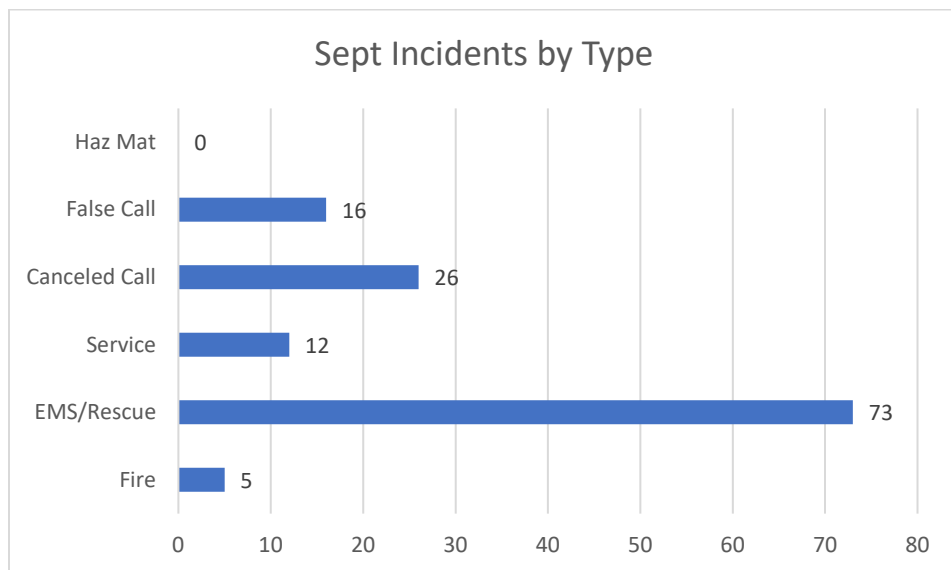
Incident Count September

The Fire Department responded to 132 incidents in September. 55% of the incidents were emergency medical services and 45% 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.



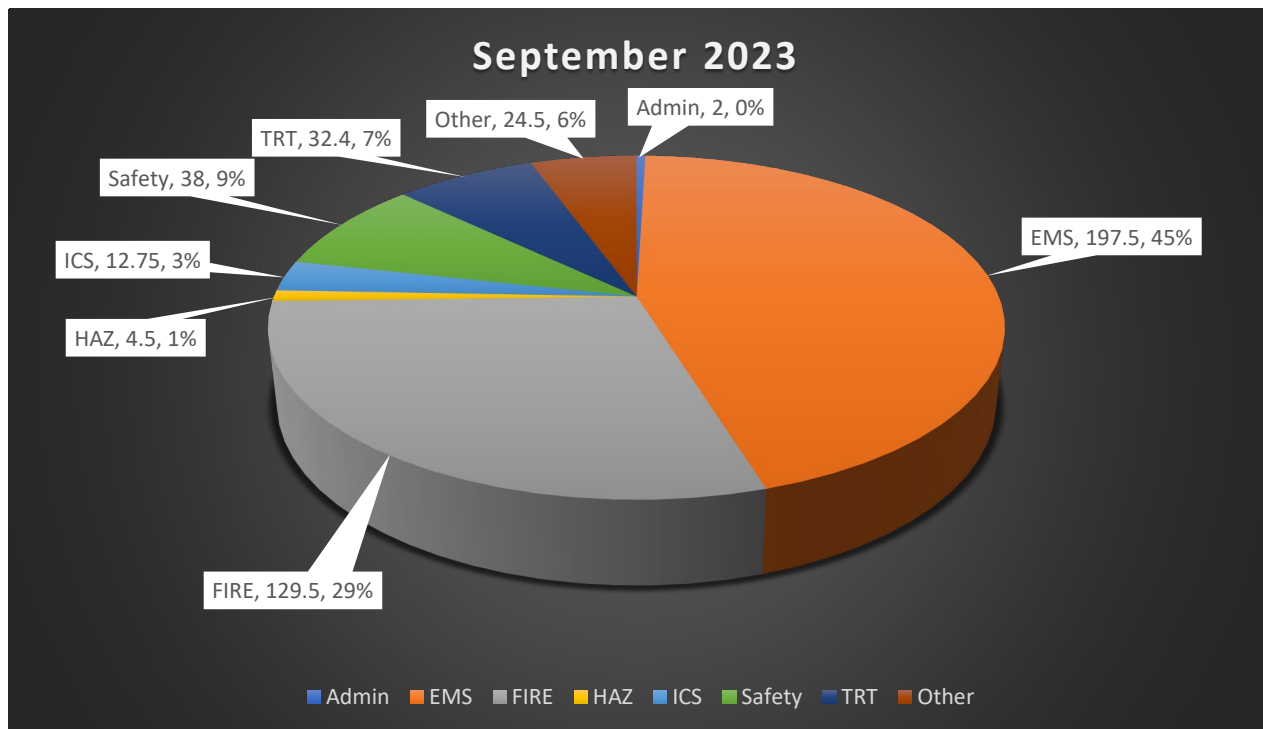
EMS Transports

The Fire Department responded to 73 EMS incidents in September and transported 27 patients to local hospitals. Patients were transported to Swedish Issaquah 37% of the time and Snoqualmie Valley Hospital 48% of the time.

Hospital	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Overlake Hospital	0	0	1	2	1	4
Snoqualmie Valley Hospital	1	4	3	3	2	13
Swedish/Issaquah	2	3	0	2	3	10
Total	3	7	4	7	6	27

Training:

Firefighters trained over 441 hours in September. The training covered all different categories with the majority being medical (45%) followed closely by suppression and fire response (29%). The following chart compares the training hours by type:



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

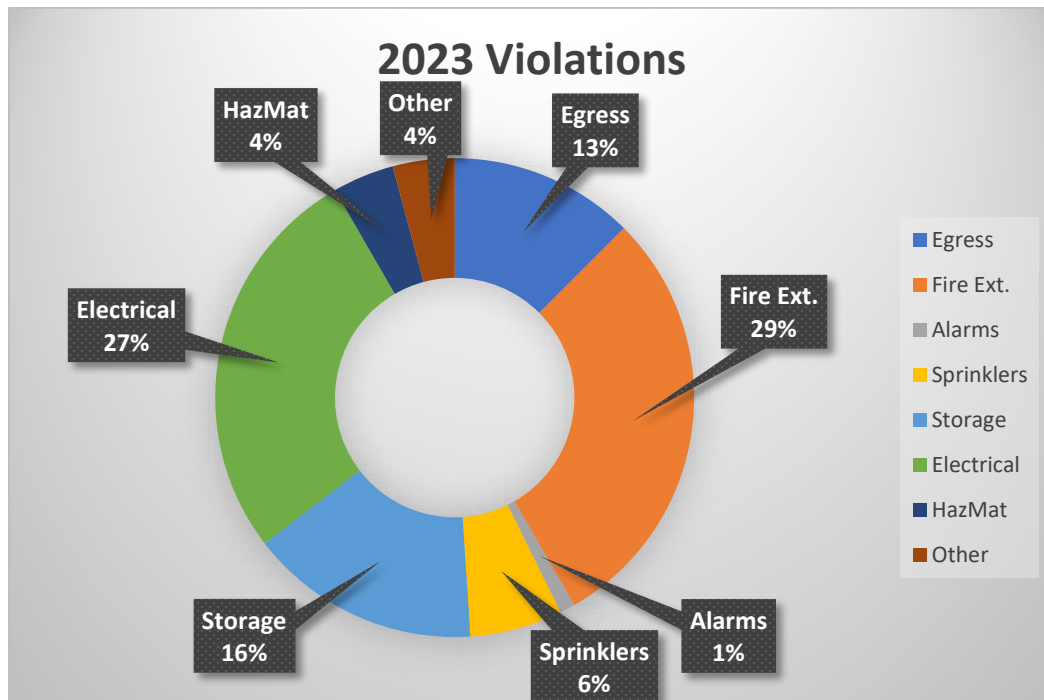
Training – Highlights/Major Topics:

- Hazardous Materials – Materials Identification
- Technical Rope Rescue – Mechanical Advantage
- Medical: Run Review - Pediatrics
- Firefighter – Solar Panel Safety

Community Risk Reduction

Inspections

Fire crews did not perform any fire and life safety occupancy inspections in September, as time was focused on completing annual fire hydrant maintenance. This was also due in large part to multiple training events and increased response volume. The following chart is a summary of YTD inspection violations:



Public Education

September public education and outreach reported the following activities:

- (1) Private First Aid/CPR Training
- Snoqualmie PD First Aid/CPR Training
- (1) Opioid/Overdose Training
- (2) Mount Si Football standby events
- Attended Cascade View Elementary Walk-a-Thon

Volunteer Activity

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

- 25 Duty Shifts.
- 21 Calls responded to.
- 250 Total hours spent volunteering.



Human Resources Department

Kim Johnson, HR Analyst
38624 SE River St. | PO Box 987
Snoqualmie, Washington 98065
(425) 888-1555 | kjohnson@snoqualmiewa.gov

September 2023

HUMAN RESOURCES

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

The human resources implementation team continues to work on human resource modules setup.

Recruitment

The City continues to recruit for several critical positions across multiple departments, including but not limited to, the City Administrator, Fire Chief, Police Chief, police officers, and a number of key utility positions. Currently, 16 full-time equivalent employee (FTE) positions are vacant at the City equal to nearly 15% of total authorized positions. The City has recruited and hired 15 new employees, and promoted or transferred 10 employees.

Class & Compensation Study/Union Negotiations

Staff and Council continue to work on a compensation philosophy and implementation plan for non-represented employees. The Administration continues to make progress with Teamsters in reaching an agreement and has held initial conversations with the Snoqualmie Police Association (SPA).

Wellness/Safety

The Wellness Program is off and running under the direction of HR and the appointment of a new Wellness Coordinator. The Committee has had their first meeting which was filled with enthusiasm for bringing back the program, and a lot of idea sharing for 2024. The Wellness Committee has kicked off October with a Recharge Challenge through the AWC Castlight App and is planning a Gratitude theme for November. December we will have our annual employee recognition event (Mayor's Breakfast) in which we will be gathering nominations for soon and can't wait to recognize our outstanding employees and their commitment to the city. We are confident that we will meet the standards to apply for a WellCity award and will know more in early spring. In achieving that award the city would see a 2% savings on insurance premiums. We have also begun the initial process for updating and developing a new Safety Manual for the city as well.



Parks & Public Works Department

Michael Chambless, Director

38194 SE Mill Pond Road | P.O. Box 987

Snoqualmie, Washington 98065

(425) 831-4919 | mchambless@snoqualmiewa.gov

Staffing

Parks, Streets – 2 Vacancies

Water – 2 Vacancies

Wastewater – 3 Vacancies

Department Summary - October 2023

October brings a change in weather. Our Parks & Public team are beginning Fall activities and are in full holiday light mode preparing for the coming winter festivities. The team is working to remove flower baskets and store the downtown furniture for the winter.

The Parks Division has moved into their new (to them) home at the wastewater treatment plant. They formerly were sharing an office with the Stormwater/Urban Forestry Team.

The Engineering Division continues its focus on wrapping up this year's capital projects and preparing projects for the CIP update and next year's next construction season. We have some exciting projects on tap with the approval of the splash pad and our plans to restore Sandy Cove Park.

Our Water Division has been conducting normal operations and our Irrigation Team has begun to winterize the system for the coming cold months. The Meter sets have finally arrived, and the contractor should wrap up the William's Addition CIP project by the end of the month. Recruitment continues for additional water and sewer technicians.

Our Sanitation Team has settled into their new office location and continues to maintain and operate the system well.

The Fleet Division and Facilities Division has also begun Fall preparations. They have begun the process of installing plows and final preparations for the winter season. We will be integrating new equipment into our operations this season with the acquisition of the new front loader. We will be experimenting and testing different operational deployments to see how it can best be used to serve our residents.

Community Liaison- Outreach/Events, Arts and Culture, Marketing and Tourism:

- Support Arts Commission event, Art Off The Rails, September 23, with marketing, publicity and staffing support.
- Ridge Merchant Association: Coordination and support for third meeting comprised of several Ridge business owners/stakeholders, working together collaboratively.
- Halloween Trick-or-Treat event: Providing marketing and logistical support for progressive, all-City event for families on October 28.
- Blood Drive: Two-day pop-up blood drive.

Department of Corrections Crew Work for September 2023

* Note: DOC had 7 workdays this month*

Work completed at various sites:

1. Storm pond vegetation maintenance:

1.1. No vegetation maintenance this month.

2. Storm pond fence repair: Continued work on one pond this month.

2.1. Split-rail fence repair at Kinsey Pond, completed 352 feet of fence to include:

2.1.1. Replaced 25 posts and 31 sections of rail, chain link stapled to rails.

3. Trail maintenance:

3.1. No trail maintenance this month.

4. Forest restoration:

4.1. Sheet mulching at Mountain Ave Restoration Site: Placed 1350 square feet of cardboard sheets and covered it with 21 yards of mulch.

4.2. Preparation for Green Snoqualmie Day: Weed whacked 1 acre of reed canary grass down to the ground in preparation for 400 conifer trees to be planted 10/6 for Green Snoqualmie Day.

4.3. Revetment site maintenance: Removed 6 yards of weeds and invasive species from 8800 square feet of the site and put down 31 yards of mulch, to 6 inches deep, between the trail and the ROW grass edge.

5. Park maintenance:

5.1. No park maintenance this month.

6. Work Area and Tool maintenance:

6.1. No work area/tool maintenance this month.

ACKNOWLEDGEMENT:

Sgt. Heidi Davis received a phone call from a gentleman in Snoqualmie who wanted to share that he's been noticing all the work the CWC crews have been doing around town and wanted to express how amazing they have been doing. He asked if he could do something for the crews in which Heidi told him, nicely, no.

She informed him he could reach out to the City and let them know that he appreciates all the work the crews have been doing.

Kinsey Pond: Completed 352 feet of fence to include replacing 25 posts and 31 sections of rail.





Snoqualmie Police Department

Brian Lynch, Interim Police Chief

34825 SE Douglas St. | PO Box 987

Snoqualmie, Washington 98065

(425) 888-3333 | blynch@snoqualmiewa.gov

September 2023

Calls for Service

	Aug. 2023	Sept. 2023	Sept. 2022
Snoqualmie	625	551	674
North Bend	466	426	442

Average Response Times (in minutes & seconds)

September	Priority 1	Priority 2	Priority 3
Snoqualmie	3:23	3:24	4:30
North Bend	4:31	3:43	5:42
August			
Snoqualmie	5:15	7:58	5:20
North Bend	6:29	3:02	8:01

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.

September	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	8	6	1
North Bend	22	2	0
August	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	11	3	0
North Bend	21	5	0

Year to Date Theft Comparison

Jan. 1 – Sept. 30

Snoqualmie 2023 2022

Thefts 87 146

Vehicle Prowls 64 125

Vehicle Thefts 16 21

North Bend 2023 2022

Thefts 177 202

Vehicle Prowls 33 53

Vehicle Thefts 14 25

Crisis Intervention Contacts

Sept. 1 - 30

	2023	2022
Snoqualmie	54	15
North Bend	4	36

Items of Importance

Command Staff – Vacancies: Captain, Admin Sergeant, Detective (to be filled Oct. 10).

Patrol – Vacancies: 2 Patrol Officer openings – 2 officer cadets on FTO, 1 officer recruit still enrolled at the academy, 2 candidates hired and awaiting start date, 6 candidates in backgrounds.

Administrative Staff – Vacancies: Administrative Coordinator.

Community Events

October 28 – Trick-or-Treat on Center & Trick-or-Treat Downtown Snoqualmie

Mental Health Professional Contacts

Sept. 1 - 30

	2023	2022
Snoqualmie	46	N/A
North Bend	13	N/A

Public Records Requests

Sept. 2023	41
2023 YTD	414