



# Department Reports February 2023



## Communications Division

**Danna McCall, Communications Coordinator**

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### Social Media

- Facebook reach: 32.9k (up 150%) 5718 followers (12 new)
- Twitter - 3666 followers (up 10) 16.6k reach; top Tweet: I-90/SR 18 original graphic about construction impacts. Retweeted by WSDOT Traffic.
- Instagram - 2.2K reach; 2532 followers (18 new).
- Reduce Your Waste Social Media Campaign, 2/6-2/10.
- Top Posts: Riverview Park playground replacement project, Twin Peaks selfie mural at Carousel.



### Website

- Website users: 14.5k; website sessions: 18.2k; pageviews: 33k.
- Top website pages Twin Peaks, Snoqualmie Falls, Visit Snoqualmie, Water Services.
- Police Blotter now in top 10 website pages.

### E-News

- 54% open rate.
- 7% link click thru rate.
- Peer newsletters have 40% open rate, 4.4% link click rate.
- Newsletter template resigned to incorporate website branding.



### Engagement, Initiatives & Event Support

- Wildlife Awareness Forum, Feb.28 with Snoqualmie Ridge ROA.
- Fire Dept/EOC: SECAST & CERT programs re-launch.
- Housing Action Plan Public Engagement.
- Vacant Council Position 5 Application Period.
- Supported Mayor at CM Perry Snoqualmie Town Hall, Ribbon Cutting- SVH remodeled Ridge Clinic.
- New speed limits downtown awareness.
- Invites created/distributed for Community Center Expansion Advisory committee. High response/acceptance rate.
- Public Works support: design and facilitation for Riverview Park Playground project site sign, CC expansion project graphics.
- Twin Peaks Days event promotion.





## Community Development Department

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### February 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	February 2023	YTD
Permit Applications	43	80
Permits Issued	46	76
Total Inspections	62	140

Planning	February 2023
Business Applications	4
Pre Applications	1
Sign Permits	0

#### Boards and Commissions:

The Planning Commission met on January 17, 2023 to consider a draft Work Program for 2023/24.

The Economic Development Commission met on February 15, 2023 and received training from staff on work related to the Comprehensive Plan Economic Development Element update.

The Arts Commission met to discuss a Twin Peaks Mural and the Wing Luke Museum Exhibit Installation.

#### Land Use Planning Projects:

Timber Trails (Plat 30): The application is currently under review. The proposed application is to subdivide a parcel into 46 single-family residential (attached) lots with a mix of housing types to include duplexes and townhomes. Lot sizes range from approximately 1,285 to 10,067 square feet with an average lot size of 3,533 square feet. Parcel S14 was designated by the Snoqualmie Ridge II Mixed Use Final Plan for a density of 4-16 dwelling units per acre.

Model Train Museum/Park: City Staff will be meeting with representatives of model train during the month of March 2023 to determine next steps for moving the project forward. The project is scheduled on the March 20<sup>th</sup> agenda for the CD Committee.

The Rails: City Staff and consultants 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 and consultants 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.

Comprehensive Plan: The City Staff continues to implement the public involvement plan for the project. Nicole Wiebe presented to the Planning Commission, Community Development Committee and Economic Development Commission and outline of the engagement efforts. The first citywide open house for the project is scheduled at City Hall on April 6, 2023.

Code Enforcement: The Staff is reviewing a draft mitigation report for past unpermitted clearing and grading the Club at Snoqualmie Ridge.

**Events, Engagement, Marketing and Tourism:**

- Blood Drive Pop-Up in City Hall, February 1
- Sno Valley Chamber of Commerce Luncheon

**Staffing:** The Département recently hired David Goodman, Senior Planner.



## Finance & Human Resources Department

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### February 2023

#### **FINANCE**

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

The finance team continues to work on set up the finance modules for go-live in the next few months. The plan is to implement the base financial modules including general ledger, accounts payable, accounts payable and bank reconciliation. The core project working team is working to establish module implementations for cashiering, purchasing and p-cards; as well as, establish the schedule for implementation of the permitting, licensing and business management modules.

##### **2021 Audit**

Finance staff continue to work on the 2021 financial statements in preparation of the May 30, 2023 deadline for submission to the State Auditor's Office.

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

Vendor Payments processed – 213

Utility Billing payments processed – 4,643

Payroll ACH processed – 205

B&O Tax Returns processed – 452

New Business Licenses processed – 41

Renewal Business Licenses processed - 604

Pet Licenses processed – 2

#### **HUMAN RESOURCES**

##### **Recruitment**

The city continues to recruit public works utility maintenance positions; however, are receiving low interest in these positions. The police department is recruiting for two police officer positions. David Goodman has accepted the position of Sr. Planner in Community Development and Krista Hintz has accepted the position of Management Analyst in the Finance and Human Resources department. The IT positions of Director and Manager are part of the Berry Dunn IT department assessment study and recruitment will begin once the full assessment of the department has been completed.

##### **Class & Compensation Study**

Staff is preparing an implementation plan and anticipates presenting to the City Council at the end of March. Job descriptions continue to be updated.



# Fire Department

**Mark Correira, Fire Chief**

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## February 2023

### Incident Count (June)

The Fire Department responded to 98 incidents in February, with 64% of the incidents emergency medical services and 36% were fire related incidents. The previous month (January) realized 139 incidents with 50% being EMS and 50% being Fire. The following chart displays incident count per day.

**36%**

**FIRE**  
Percentage of Total  
Incidents

**64%**

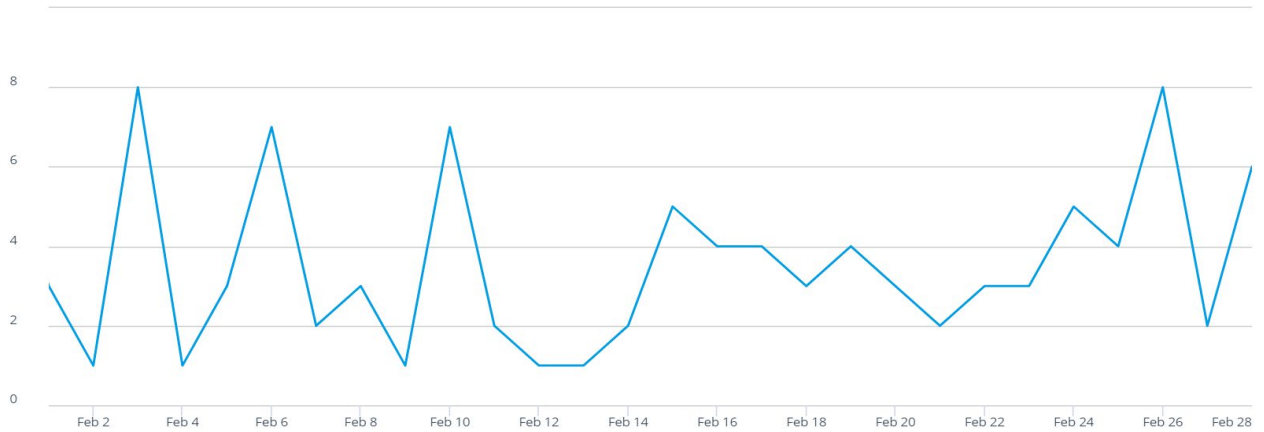
**EMS**  
Percentage of Total  
Incidents

**98**

**INCIDENTS**  
In Selected Time Slice

**28**

**DAYS**  
In Selected Time Slice



### EMS Transports

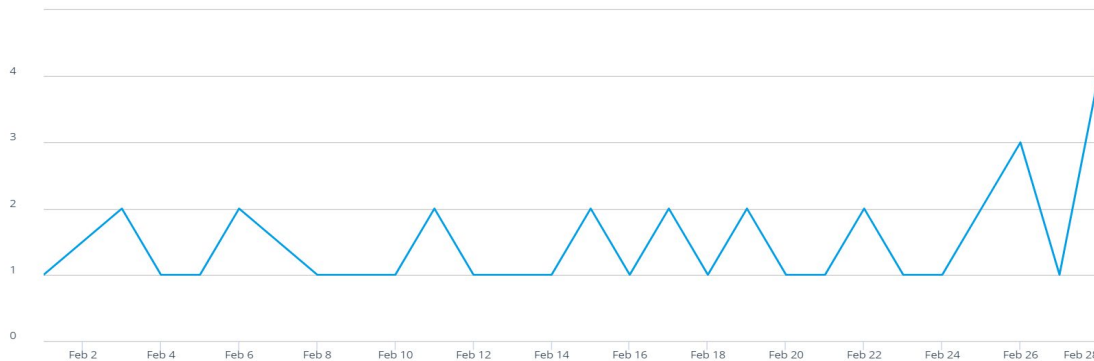
The Fire Department responded to 63 EMS incidents in February and transported 37 patients to local hospitals. Swedish Issaquah Hospital received 43% of these transports.

**37**

**RECORDS**  
In Selected Time Slice

**28**

**DAYS**  
In Selected Time Slice

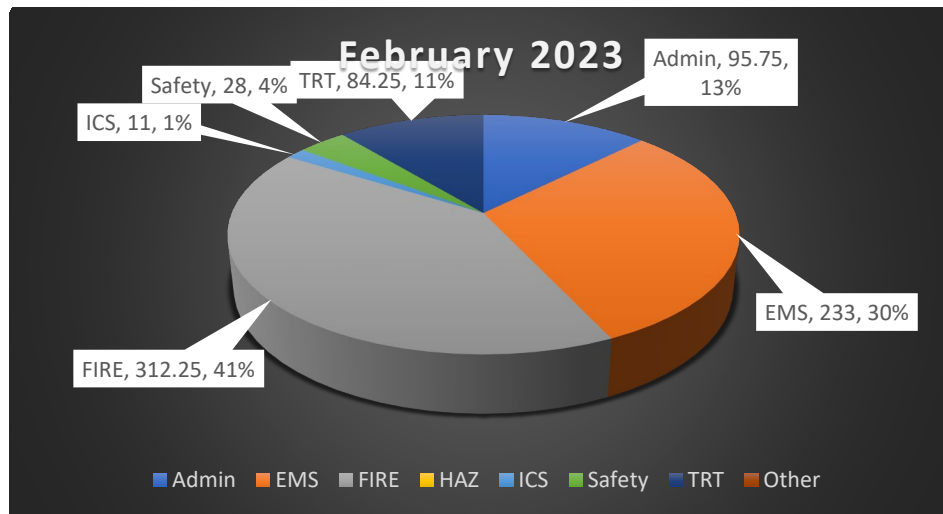


Week Ending	2/5/23	2/12/23	2/19/23	2/26/23	3/5/23	Total
Overlake Hospital	-	-	1	3	2	6
Seattle Children's Hospital	-	1	-	-	-	1
Snoqualmie Valley	2	4	4	2	2	14
Swedish / Issaquah	3	2	4	6	1	16
Total	5	7	9	11	5	37

## Training:

Firefighters trained over 764.25 hours in February a increase of 65% from the previous month. The training covered all different categories with the majority (41%) being Fire, followed by EMS Training (30%). The following chart compares the training hours by type:

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



Notable Training events/topics:

- Onboarding of two new career firefighters
- Planning for driver training program for volunteer personnel
- Integration into South King County Fire Training Consortium
- 6 Instructors recertified as EMS instructors, 2 new instructors certified

## Community Risk Reduction

### *Inspections*

A total of 14 inspections were completed in February, with no violations being found.

### *Community Risk Reduction Activity*

- Public First Aid/CPR class – 6 hours, 13 students
- No violations reported for inspections this month.
- Bill may be able to fill you in on tours or any other items completed in February



## Parks & Public Works Department

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Staffing Levels  
Water – 3 Vacancies  
Wastewater – 2 Vacancies  
Stormwater - 2 Vacancies

### February 2023

#### January Summary Parks & Public Works

The Parks & Public Work Team has continued to gain ground that was lost last month due to storms. The **Parks Division** has completed some much-needed repairs to our facilities. We have replaced the door that was destroyed by vandals at Riverview Park and completed some of the plumbing repairs. Unfortunately, the restroom at the point park remains closed as it will need to be completely replumbed. Work has begun on the new Riverview Playground with completion planned for June-July weather dependent. The **Water Division** continues to provide excellent water. Our test results from our Canyon Springs source showed no detectable PFAS. PFAS are widely used, long lasting chemicals, components of which break down very slowly over time. They are contaminating water sources all over the country. Our negative result translates to reduced water costs as we do not have to mitigate (filter and treat) for them. One of our well sites did get struck by thieves which stole the conducts for the emergency generator. The generator will be down for some time (we do have a backup available) as we get appropriate parts and complete the repairs. Our **Sanitation Division** has been busy. Along with their normal operations, they have had to replace a broken water main within the plant. The team met with the Department of Ecology this month and conducted some site evaluations. The team has also completed several regulatory documents required by Ecology and the EPA. Our **Fleet & Facilities Division** has been busy conducting maintenance on our snow vehicles between the storms. Additionally, they created workspace for the GIS Analyst within the Public Works main building. Our **Engineering Division** is busy wrapping up the final bid documents for this construction season. The audit of lane markings is complete, and they are preparing the County work order. Team members are working with an Architect on the City Hall improvement design and our JOC Program is out for bid closing at the end of the month. The CIP Manager has prepared a spreadsheet that shows the real-time status of our capital projects. We will be working with the Communications Division to get the information on the website. Our **Stormwater and Urban Forestry Division** continues to excel. Working with the Department of Corrections, to date they have 600 trees planted, 2.15 acres of Scotch broom removed from storm ponds, 0.35 acres of trees removed from storm ponds, 35 yards of mulch spread at restoration sites, 1.33 miles of trail maintained, and 1.5 acres of reed canary grass and blackberry removal in preparation for Green Snoqualmie Day. The team has also been out installing trees in downtown on Silva Street in partnership with PSE. These new trees are classified as "utilitrees" and are approved to be planted near powerlines. At the end of the month, it looks like we are not done with snow coming our way. We have had to mobilize the plows a few times for nuisance storms.





Flagpole Repair at Community



Storm Pond Before

After



## Police Department

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### February 2023

#### Calls for Service

	January 2023	February 2023	February 2022
Snoqualmie	582	571	480
North Bend	440	420	387

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

February	Priority 1	Priority 2	Priority 3
Snoqualmie	03:14	05:22	08:35
North Bend	03:46	01:03	05:48
January			
Snoqualmie	03:11	00:35	08:49
North Bend	03:44	01:20	08:00

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.

February	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	18	8	1
North Bend	13	4	1
January	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	12	14	3
North Bend	18	2	2

#### Year to Date Theft Comparison

February 1 – February 28

##### Snoqualmie 2023 2022

Thefts	18	15
Vehicle Prowls	8	18
Vehicle Thefts	1	7

##### North Bend 2023 2022

Thefts	12	15
Vehicle Prowls	14	4
Vehicle Thefts	3	1

#### Crisis Intervention Contacts

February 1 - 28

	2023	2022
Snoqualmie	18	11
North Bend	13	2

#### Items of Importance

**Hiring** – 3 openings. 1 officer recruit currently at the academy. 1 officer recruit starts at the academy on March 21st. 1 new hire entry level officer that started on February 14<sup>th</sup> has been registered for the academy.

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

#### Community Events