



Department Reports July 2023



Communications Division

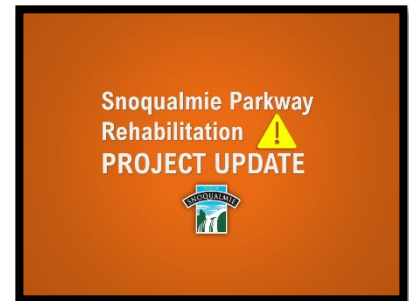
Danna McCall, Communications Coordinator

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Social Media

- Facebook reach: 47K; 6010 followers (hit 6k milestone); although reach not in 100k+ range, still significantly above annual monthly average of 28k.
- Twitter – 3666 followers (1 new); 6.5k impressions.
- Instagram – 9.8K reach; 2684 followers (58 new).
- Top Posts: SR 18 closure due to accident, new police officers swearing in, Thomas the Train.
- Focus remained traffic and project updates given major transportation projects occurring.



Website

- Website users: 18k; website sessions: 23k; pageviews: 41.9k.
- Top website sections: News Flash; Facilities; Calendar.
- News release section of website now top destination for users; Movies & Music in the Park was #9; Visit Snoqualmie #11
- Police and Fire Blotters remain top website section.



Engagement, Initiatives & Support

- Mayor: 4th of July parade, ribbon cuttings, WSTC presentation.
- Big Truck Day video.
- Parks & Public Works: Snoqualmie Pkwy Rehab Project, Overlay Project.
- Fire/OEM: Opioid Education class, fireworks safety, social media engagement, ongoing FD blotter.
- Police: Nat'l Night Out marketing, new recruitment video, ongoing PD blotter.
- Music & Movie in Park marketing.
- Cool Down with Council.
- Contract executed for Community Survey with Polco.
- Ship, Shop, Support marketing campaign to increase City sales tax revenue.



E-News

- 735 subscribers
- 53% open rate; 8.75% click through rate.
- Peer comparison: 40% open rate; 6.5% click through rate.



Community Development Department

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July 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	July 2023	YTD
Permit Applications	47	317
Permits Issued	46	311
Total Inspections	79	535

Planning	July, 2023	YTD
Business Licenses	6	32
Pre Applications	1	4
Planning Application		
Sign Permits	0	2

Boards and Commissions:

- Planning Commission July 17 – discussed the recent state law requiring cities and counties to remove barriers to the construction of accessory dwelling units. Matt Covert from LDC, presented draft policies of the land use element of the Comprehensive Plan.
- The Economic Development Commission July 19 – completed the Comprehensive Plan Economic Development Element discussion and work on policy review and updates.
- The Arts Commission held two events: Chalk the Block on July 4 as part of the morning festivities. The Plein Air Paint Out was held on July 22, “Majestic Meadowbrook” was the location and theme.

Land Use Planning Projects:

NWRM: The City staff are reviewing a clearing and grading permit. The applicant would like to clear the property to expand the existing museum including a roundhouse.

Timber Trails (Plat 30): A hearing was held in July 2023 before the city Hearing Examiner on the proposed preliminary plat to subdivide a parcel into 46 single-family residential (duplexes and townhomes) lots.

Model Train Museum/Park: The City Council met with representatives of model train on to determine next steps for moving the project forward. In December 2022 the Council authorized the Mayor to approve 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 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.

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.

Events, Engagement, Marketing and Tourism:

- Movies and Music in the Park kicked off July 13 with a concert at Community Park. The second concert was July 27, both were well-attended, and the summer night weather was perfect. Movies were held at Jeanne Hansen Park, a new site, an opportunity to activate another Snoqualmie community park. Both movies were well-attended, and the weather was perfect (no rain outs!).
- July 31st was the first day of a four-day pop-up blood drive held at City Hall. Donations are low in the summer season, the steadfast Snoqualmie community steps up!



Finance & Human Resources Department

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July 2023

FINANCE

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

The finance team has prioritized the go-live for the Munis finance modules, including Tyler payments for merchant service transactions and cashiering. All departments who accept city payments will begin using the new application in August. Staff have been training and finalizing set up the modules that will be put in service August 1. Staff brought in additional staffing resources to assist with the herculean efforts. The payroll and human resources implementation team continued to work on payroll and human resource modules setup. Payroll cycles will change from monthly to semi-monthly as part of the overall payroll implementation.

Purchasing Card Program

The finance team has started the process for implementing the purchasing card program, as per financial management policy. This commercial card program will replace the existing credit card program and provide for more internal controls and payment processing oversights in conjunction with better flexibility for purchasing throughout each department.

LEAN Process Improvements

Members of the finance team participated in a LEAN process improvement initiative to seek out ways to make our business licensing and B&O Tax management programs efficient. Thank you to Sam Brumfield, Project Specialist; Tami Wood, Revenue Manager; Heather Florida, Account Clerk; and Debbie Kinsman, Office Assistant for working with the Washington SAO Center for Performance Innovations on learning LEAN mindsets and principals!

Monthly Finance Metrics – Payments, Receipts & Licenses

Due to the ERP go-live, metrics will be provided in August

HUMAN RESOURCES

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, 17 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 22 people since the start of the year.

Class & Compensation Study/Union Negotiations

Staff and Council continue to work on a compensation philosophy and implementation plan for non-represented employees. All Job descriptions are being collected and prepared for final reviews and updating. In addition, the Administration continues to make progress with Teamsters in reaching an agreement and has held initial conversations with the Snoqualmie Police Association (SPA).



Fire Department

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July 2023

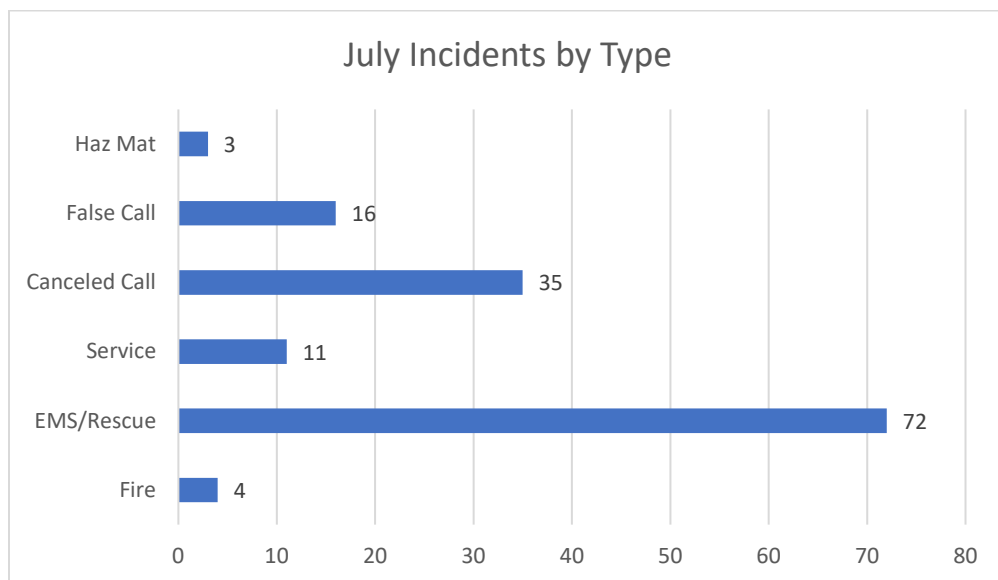
Incident Count July

The Fire Department responded to 141 incidents in July. 50% of the incidents were emergency medical services and 50% 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 general type.



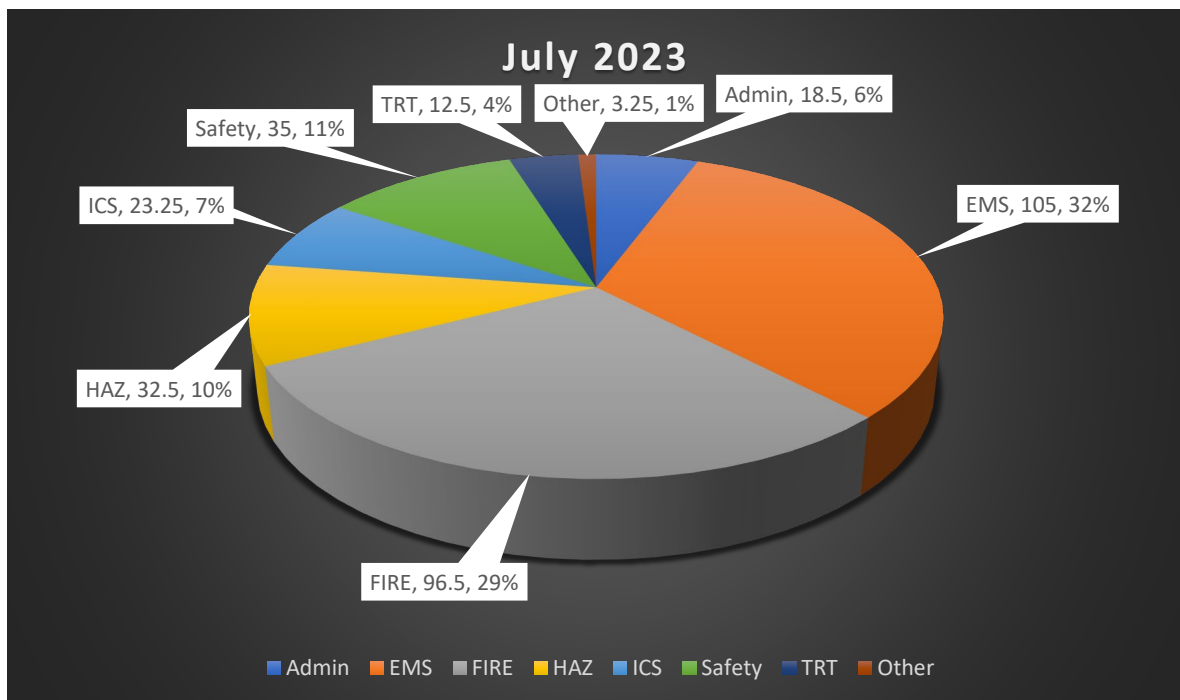
EMS Transports

The Fire Department responded to 72 EMS incidents in July and transported 24 patients to local hospitals. Patients were transported to Swedish Issaquah 33% of the time and Snoqualmie Valley Hospital 46% of the time.

Week Ending	7/2/23	7/9/23	7/16/23	7/23/23	7/30/23	8/6/23
Overlake Hospital	-	2	1	1	1	-
Snoqualmie Valley	1	2	5	-	2	1
Swedish / Issaquah	-	3	2	1	2	-
Total	1	7	8	2	5	1

Training

Firefighters trained over 326.5 hours in July. The training covered all different categories with the majority being fire (39%). The following chart compares the training hours by type:



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

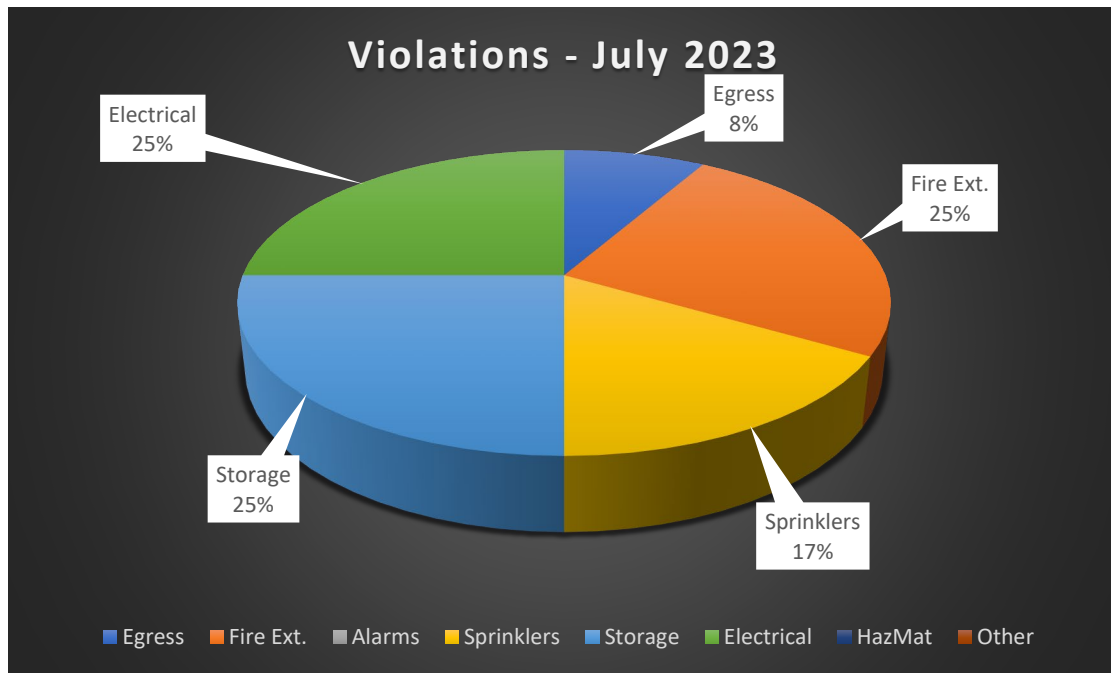
Training – Highlights/Major Topics:

- Live-Fire Training.
- Mobile Integrated Health training with Redmond Medic One
- Incident Command Training: Commercial Occupancies
- Solar Panel and Electric Vehicle Training.

Community Risk Reduction

Inspections

Fire crews performed 17 fire and life safety occupancy inspections in July and found 12 violations. Additionally, the department continued daily inspections of fireworks stands through the 4th of July. The following chart describes the violations found:



Public Education

July was a slightly busy month for public education and outreach with the following activities:

- First Aid, CPR/AED Training – 8 students, 2 hours.
- Stop the Bleed training – 16 students, 2 hours.
- Overdose/Opioid Training – 10 students, 2 hours
- 4th of July Parade and Celebration – 7 hours



Parks & Public Works Department

Staffing Levels
Water – 2 Vacancies
Wastewater – 2 Vacancies
Stormwater - 0 Vacancies
Parks – 1 Vacancy

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July Summary Parks & Public Works

July started off with a bang, literally and figuratively. The Red, White, and Boom event was well attended and staffed by our Parks professionals. I have only heard compliments from the ROA staff about how well the team performed. The parks crews are continuing to operate with vacancies requiring additional overtime shifts to cover. It is hoped that we will be able to get back to full strength soon. The Water Division continues to operate well and continue to meet the City's water needs. The William's addition project is wrapping up which should resolve some long-term maintenance issues and improve fire flow in the area. We did have a minor maintenance issue at a pumping station when a small pipe blew. The team responded and quickly resolved the issue. There was no loss of service. The Sanitation Division is preparing for the onsite kickoff for the expansion project. They continue to operate without issue. The Stormwater and Urban Forestry Division is kicking off their tree replacement project on Autumn next month and have held some community meetings preparing the residents for what to expect. Additionally, they have cleaned out 5 ponds at last count and are continuing to complete trail maintenance. The Fleet Division is continuing to work through the annual vehicle replacements. Our Engineering Division continues to operate at high speed. The biggest project to kick off is the Parkway and Annual Paving Projects. Mill Pond and Stone Quarry roads are complete. The Milling has begun on the parkway. The County is sprucing up our crosswalks with new paint. The City Hall Stair project is getting back on track with the change order being executed for the new stair pans. The Fire Station boiler project has also begun.

Department of Corrections Crew Work for July 2023

* Note: DOC had 10 workdays this month*

Work completed at various sites:

- 1) **Storm pond vegetation maintenance:**
 - a. No vegetation maintenance this month.
- 2) **Storm pond fence repair: 4 ponds completed this month.**
 - a. Split-rail fence repair at Merritt Pond, completed 595 feet of fence to include:
 - i. Replaced 2 posts and 4 sections of rail, chain link stapled to rails.
 - b. Split-rail fence repair at Jacobia E2 Pond, completed 983 feet of fence to include:
 - i. Replaced 10 post and 7 sections of rail, chain link stapled to rails.
 - c. Split-rail fence repair at Frontier 2, completed 868 feet of fence to include:
 - i. Replaced 3 sections of rail, chain link stapled to rails.
 - d. Split-rail fence repair at Frontier 3, completed 979 feet of fence to include:
 - i. Replaced 1 section of rail, chain link stapled to rails.
 - e. Split-rail fence repair at Gravenstein Pond, completed 60 feet of 824 feet of fence to include:
 - i. Replaced 5 posts and 6 sections of rail, chain-link stapled to rails.
- 3) **Trail maintenance:**
 - a. 7.51 miles of trail maintained for clearance, downed trees and encroaching invasives, including both sides of Snoqualmie Parkway and Silent Creek Trail.
- 4) **Forest restoration:**

- a. Moved 9 yards of mulch to strategic staging points along Jeanne Hansen trail for Green Snoqualmie Event the next day (Saturday).
 - i. This allowed 11 volunteers to mulch 155 trees (100 of those planted by volunteers this past spring) during their 2-hour, very successful volunteer lead event.
- b. Moved 7 yards of mulch at The Bog above Community Park in 2 different restoration sites. Mulch was spread around trees and shrubs and for restoration site expansion.
- c. Moved 8 yards of mulch while sheet mulching at Mountain Ave Restoration Site by placing 750 square feet of cardboard sheets and covering it with 8 yards of mulch.

5) Park maintenance:

- a. Snoqualmie Point Park: Maintained all landscape beds and center median after spring burst of growth. Cut back all bushes with thorns from pathways.

6) Work Area and Tool maintenance:

- a. No work area/tool maintenance completed this month.

Merritt Pond: Completed 595 feet of fence repair to include the replacement of 2 posts and 4 sections of rail and chain link stapled to rails throughout the pond.



Swing Pond: completed 1110 feet of fence to include: Replaced 6 posts and 9 sections of rail, gate post repaired, chain-link stapled.





Police Department

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July 2023

Calls for Service

	June 2023	July 2023	July 2022
Snoqualmie	617	585	557
North Bend	647	412	400

Average Response Times (in minutes & seconds)

July	Priority 1	Priority 2	Priority 3
Snoqualmie	7:43	2:37	7:50
North Bend	5:14	2:43	7:08
June			
Snoqualmie	2:45	6:17	8:01
North Bend	4:30	4:16	11:51

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.

June	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	7	2	2
North Bend	23	4	3
May	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	9	9	1
North Bend	33	9	2

Items of Importance

Command Staff – Vacancies: Captain, Admin Sergeant.

Hiring – 4 openings – 1 officer recruit graduated from the academy July 27th – 3 candidates given conditional offers, passed polygraphs, and are in backgrounds – 1 lateral hire in FTO – 1 officer who had separated from the department now returning.

Administrative Staff – Vacancies: Administrative Coordinator.

Year to Date Theft Comparison

July 1 - 31

Snoqualmie 2023 2022

Thefts	6	16
Vehicle Prowls	12	12
Vehicle Thefts	1	1

North Bend 2023 2022

Thefts	15	24
Vehicle Prowls	0	8
Vehicle Thefts	1	0

Crisis Intervention Contacts

July 1 - 31

	2023	2022
Snoqualmie	30	6
North Bend	13	2

Mental Health Professional Contacts

July 1 - 31

	2023	2022
Snoqualmie	24	N/A
North Bend	11	N/A

Community Events

August 1 – National Night Out

August 7-13 – Boeing Classic Golf Tournament

August 12-13 – Festival at Mt. Si

August 13 – Tunnel Marathon