



# Department Reports

## April 2023



## Communications Division

**Danna McCall, Communications Coordinator**

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### Social Media

- Facebook reach: 15.5k; 5746 followers (11 new)
- Twitter - 3648 followers; 4769 impressions.
- Instagram - 2.2K reach; 2562 followers (17 new).
- Top Posts: Historic Falls photo; downtown cherry blossoms.
- Goal: grow video production capabilities



### Website

- Website users: 15.5k; website sessions: 20.2k; pageviews: 37.8k.
- Top website pages Twin Peaks, Ballfield Conditions, Snoqualmie Falls, and Egg Hunts.
- Most clicked news release: I-90 Lane Closures Near Preston.
- Ballfields Conditions website continues to be a top 10 website page.
- Goal: More human interest and staff focused blog posts.



### Engagement, Initiatives & Event Support

- State of the City support, including PPT, filming and editing of video shot around town.
- New! Ross Report news bulletin launched.
- Comprehensive Plan Open House support - good resident turnout.
- Arbor Day event marketing support.
- Green Snoqualmie events marketing support.
- SPD Take Back event marketing support.
- ARPA Grant Success Story video: Pineapple Life
- Egg Hunts: Marketing support.





## Community Development Department

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### April 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            | April 2023 | YTD |
|---------------------|------------|-----|
| Permit Applications | 37         | 163 |
| Permits Issued      | 36         | 158 |
| Total Inspections   | 70         | 310 |

| Planning              | April 2023 | YTD |
|-----------------------|------------|-----|
| Business Applications | 8          | 18  |
| Pre Applications      | 0          | 2   |
| Sign Permits          | 0          | 2   |

#### Boards and Commissions:

The Planning Commission held the following joint meetings:

- April 3 – The Planning Commission reviewed documentation of a condition applied to its approval of the Gere Automotive Design Review proposal. The applicant had been asked to return to the Commission with a new color palette for the exterior of their new shop.

The Economic Development Commission did not meet in April.

The Arts Commission did not meet in April. Commissioners and staff continue to work on 2023 programming.

#### 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 February 2023 to determine next steps for moving the project forward. In December 2022, 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 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.

Sigillo Cellars: The owner is anticipating the project will be submitted for permit review in the summer of 2023. Dykeman Architects are retained as the designers. The owner anticipates that Sandy Cove Park will be venue space for events. The new building will provide overnight accommodations.

Comprehensive Plan: City staff held a kick-off meeting with three consultants assisting with the update of the Comprehensive Plan – LDC (Land Use and Housing), Perteet (Transportation and Environment), and FCS (Capital Facilities & Utilities).

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

- The City partnered with the Snoqualmie Ridge ROA on two egg hunts, the Teen Flashlight Hunt at Community Park, and the Bunny Hop Egg Hunt at Centennial Park. Trail Youth Coffee participated at both events. The teen event attracted 125 teens and the morning hunt attracted 500+ kiddos.
- The City partnered with the Historic Downtown Merchants Association for the “Downtown Hopping” hunt and downtown was busy with egg hunters!
- The City recognized the numerous volunteers at the annual Volunteer Recognition Event, the Snoqualmie Inn hosted the occasion.
- Blood Drive Pop-Up in City Hall, April 14, 2023.
- Attended Sno Valley Chamber of Commerce luncheon, the annual State of the Cities, held at the Snoqualmie Casino.
- The City hosted a Comprehensive Plan Open House on April 6, 2023. Attendees had the opportunity to identify their priorities for the upcoming Comprehensive Plan update on topics including housing, land use, parks, transportation, economic development, and more. Staff from LDC, the City’s housing and land use consultant, also attended to engage with residents about missing middle housing. Turnout exceeded expectations.
  - Staff also launched an online survey for residents to identify their Comprehensive Plan priorities. Between the Open House, survey, and March Business Roundtable discussion, the City has already received over 250 comments related to the Comprehensive Plan.

**Special Event Permits:** Eight permits were received and reviewed.

**Staffing:** The Department welcomed new Senior Planner Jonathan Kesler in April.



# Finance & Human Resources Department

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## April 2023

### FINANCE

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

The finance team continues to work on the soft go-live for the finance modules, including Tyler payments for merchant service transactions. The city will see value in this shift from 7 different merchant services to one and fully integrated with the cashiering module and general billing. The human resources team has continued to work on payroll and human resource modules setup.

#### **2021 Audit**

Finance staff finalizing the 2022 financial statement data in preparation of the May 30, 2023 deadline for submission to the State Auditor's Office.

#### **Staff Development**

Various members of the finance team attended the Washington Public Treasurer's Association WPTA conference in April. The conference offers resources that are directly related to governmental finance core services such as best practices for utility billing, cashflow forecasting, and bond management.

### HUMAN RESOURCES

#### **Recruitment**

The city the top 10 candidates for the open IT Director position and 4 candidates are moving to the second interview phase and will be sitting for panel interviews with city staff and Berry Dunn consultants.

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

Staff and Council continue to work on compensation philosophy and implementation plan for non-represented employees and preparation for union negotiations. All Job descriptions are being collected and prepared for final reviews and updating.

#### **Wellness Program**

Staff continue to develop the wellness program to begin identifying events and activities that meet the program criteria. AWC has significantly changed the requirements for wellness programs. A staff resource Sharepoint site is being built for this program.



## Fire Department

**Mark Correira, Fire Chief**

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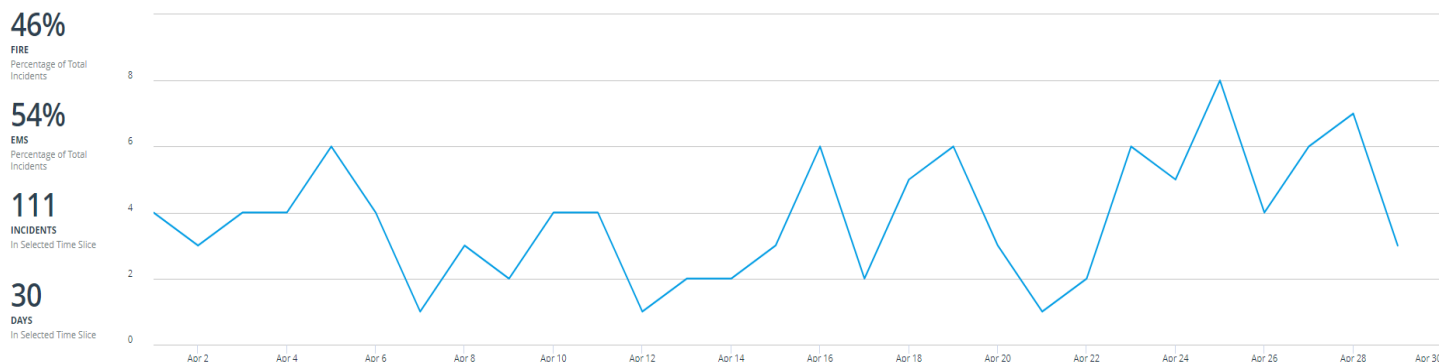
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## April 2023

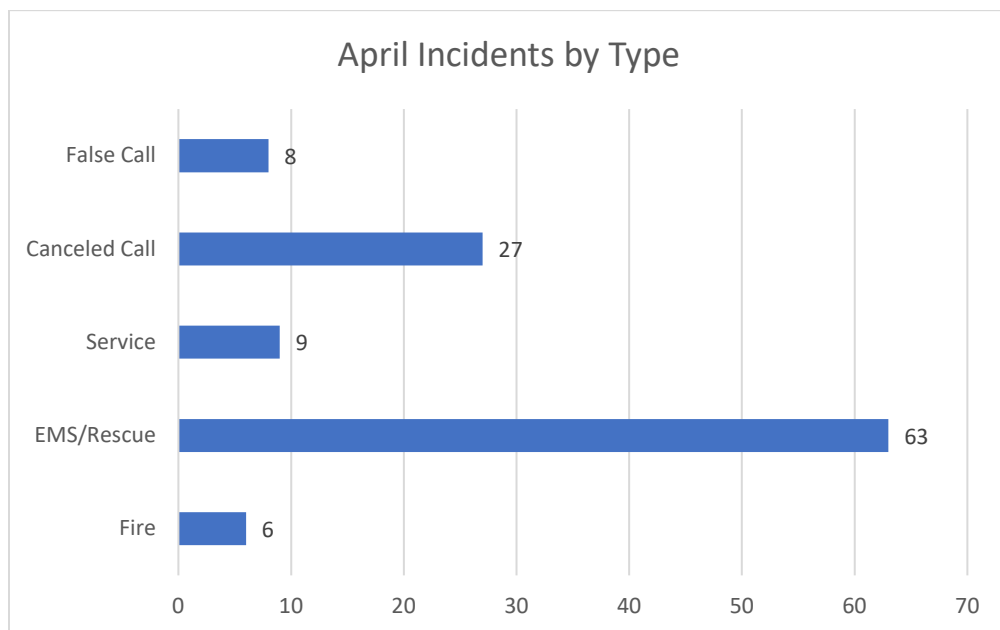
### Incident Count (March)

The Fire Department responded to 111 incidents in April. 54% of the incidents were emergency medical services and 46% 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.



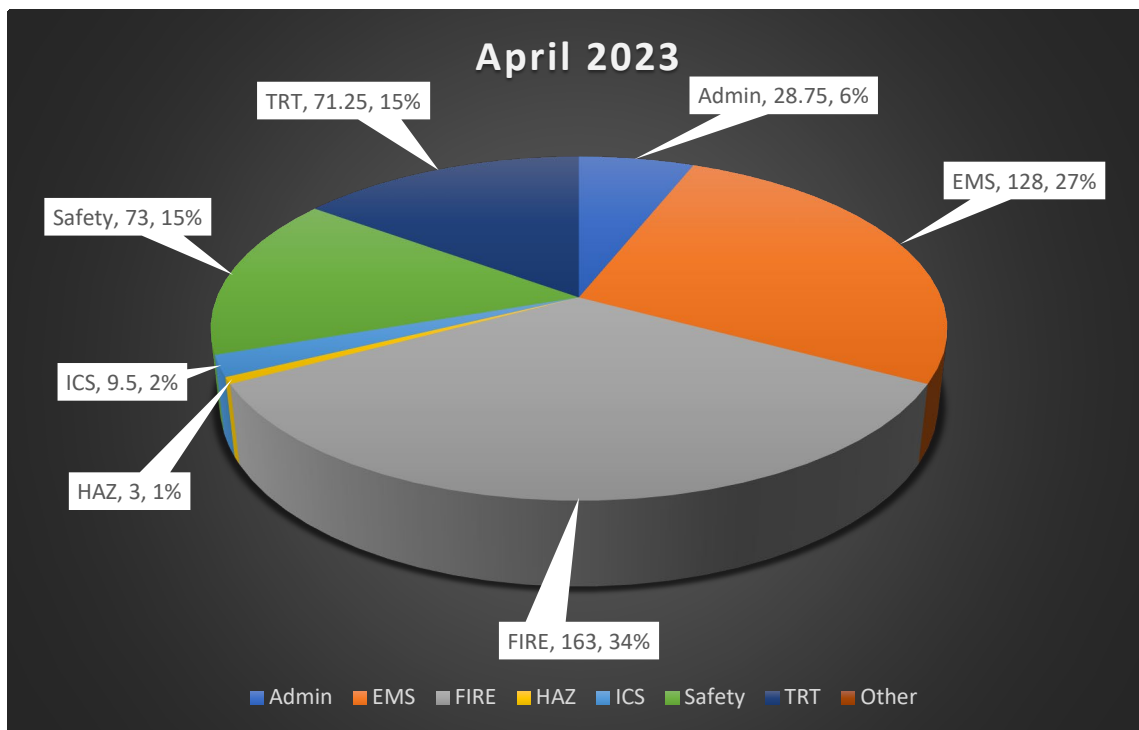
## EMS Transports

The Fire Department responded to 63 EMS incidents in April, and transported 27 patients to local hospitals. Patients were transported to Swedish Issaquah 52% of the time, and Snoqualmie Valley Hospital the remaining 44%.

| Week Ending        | 4/2/23 | 4/9/23 | 4/16/23 | 4/23/23 | 4/30/23 | Total |
|--------------------|--------|--------|---------|---------|---------|-------|
| Overlake Hospital  | -      | -      | 1       | -       | -       | 1     |
| Snoqualmie Valley  | -      | 5      | 3       | 3       | 1       | 12    |
| Swedish / Issaquah | -      | 3      | 2       | 5       | 4       | 14    |
| Total              | -      | 8      | 6       | 8       | 5       | 27    |

## Training:

Firefighters trained over 476.5 hours in April. The training covered all different categories with the majority being fire (34%). The following chart compares the training hours by type:



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

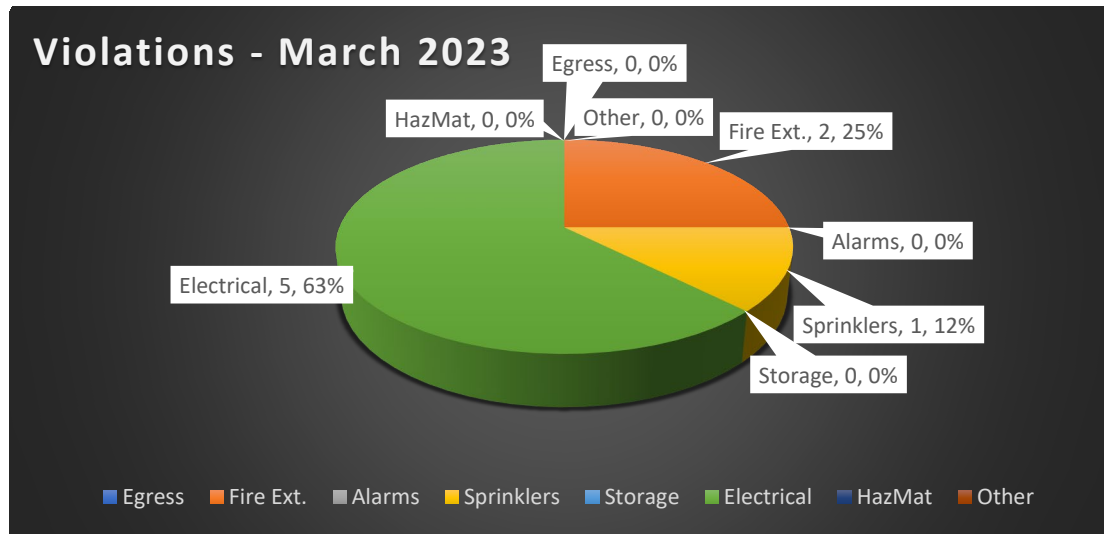
### Training – Highlights/Major Topics:

- Swiftwater rescue block training
- Acquired structure search and rescue drills
- Mobile Integrated Health (MIH) training
- Wildland firefighter refresher training
- Hosted Wildland-Urban Interface training (2-day course)

## Community Risk Reduction

### Inspections

Fire crews performed 11 fire and life safety occupancy inspections in April, and found 8 violations. The following chart describes the violations found:



### Public Education

There was one (1) public education event during April, contacting fifteen (15) residents.



*Volunteer EMS Drill*



*Kindness Essay Winners (Timber Ridge)*  
*(Credit: SVSD Staff)*



*Probationary Training*





## Parks & Public Works Department

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### Staffing Levels

Water – 2 Vacancies

Wastewater – 2 Vacancies

Stormwater - 1 Vacancies

Parks – 2 Vacancies

## April 2023 Summary Parks & Public Works

The Parks & Public Work Team is continuing to perform well. We are currently operating with 7 open positions. We were able to recruit additional help in Stormwater.

The Parks & Streets Division are deep into the baseball season. Field prep is a daily task. We have completed the major overhaul at Carmichael Park's baseball field restoring it to a dirt infield and with new bases installed. We received several positive comments from the community. Work continues to progress at Riverview playground with the structure being mostly complete. The safety surfacing is scheduled to be installed the second or third week of May. Currently we are on track for the grand opening at the end of the month.

Our Fleet & Facilities Division continues to operate well and keep our vehicles in the field and our buildings operating well. Don has placed the orders for the new vehicle and equipment purchases. Ken installed the new chiller for City Hall.

Our Wastewater Division is busy preparing for the Phase III improvement projects to begin. They are also beginning the process of collecting the asset information for the Tyler roll out later this year.

Our Water Division continues to collect the required asset information for the Tyler EAM project and complete normal operations.

Our Engineering Division is eagerly anticipating the bid returns from the parkway, our annual paving program, the inclusive playground at centennial, and the Phase III wastewater projects.

Our Stormwater and Urban Forestry Division is continuing to complete maintenance on the system. Inspections are almost complete and maintenance activities have begun. The division also hosted the Arbor Day/Earth Day celebration at Riverview Park this year. It was a great success.

Department of Corrections Crew Work Summary for April 2023 DOC had 6 workdays this month.

### Storm pond maintenance:

- Removed the entire 1 Acre of Alders and Cottonwoods from Swenson Pond 7.
- Removed the remaining 8537 Sq feet of Alders and Cottonwoods from Swenson Pond 6.
- Began work of pulling Alders and Cottonwoods at Swenson Pond 5.

### Forest restoration:

- Spread and sheet mulched - 1150 square feet.
- Weed whacked 14,252 square feet of reed canary grass at Three Forks.













## Police Department

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### April 2023

#### Calls for Service

|            | March 2023 | April 2023 | April 2022 |
|------------|------------|------------|------------|
| Snoqualmie | 535        | 517        | 580        |
| North Bend | 374        | 363        | 423        |

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

| April      | Priority 1 | Priority 2 | Priority 3 |
|------------|------------|------------|------------|
| Snoqualmie | 4:16       | 3:48       | 8:35       |
| North Bend | 6:13       | 1:39       | 6:42       |
| March      |            |            |            |
| Snoqualmie | 2:56       | 4:56       | 6:08       |
| North Bend | 6:10       | 1:38       | 6:16       |

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.

| April      | Thefts | Vehicle Prowls | Vehicle Thefts |
|------------|--------|----------------|----------------|
| Snoqualmie | 12     | 5              | 1              |
| North Bend | 16     | 5              | 2              |
| March      | Thefts | Vehicle Prowls | Vehicle Thefts |
| Snoqualmie | 2      | 7              | 3              |
| North Bend | 17     | 11             | 1              |

#### Year to Date Theft Comparison

April 1 - 30

| Snoqualmie     | 2023 | 2022 |
|----------------|------|------|
| Thefts         | 12   | 10   |
| Vehicle Prowls | 5    | 18   |
| Vehicle Thefts | 1    | 1    |

| North Bend     | 2023 | 2022 |
|----------------|------|------|
| Thefts         | 16   | 14   |
| Vehicle Prowls | 5    | 6    |
| Vehicle Thefts | 2    | 2    |

#### Crisis Intervention Contacts

April 1 - 30

|            | 2023 | 2022 |
|------------|------|------|
| Snoqualmie | 19   | 12   |
| North Bend | 6    | 1    |

#### Items of Importance

**Hiring** – 3 openings. 2 officer recruits currently at the academy and 1 officer recruit will start in October.

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

**SRO Agreement** - Approved by Snoqualmie City Council. School District will vote on it next week.

**Cascade View Walkathon** – Held April 18<sup>th</sup>. Several department members participated.

**Drug Take Back** – Received 29 pounds of prescription drugs.

**Drug and Gun Burn** – Annual event where evidence related drugs and guns are taken to Spokane by Evidence Technician, L.T. Liebetrau, to be incinerated.

- 30 boxes containing property.
- 2 dozen secured handguns, long guns, and knives.



#### Community Events

May 6 – Fishing Derby

August 1 – National Night Out