



# Department Reports August 2025



## Communications Division

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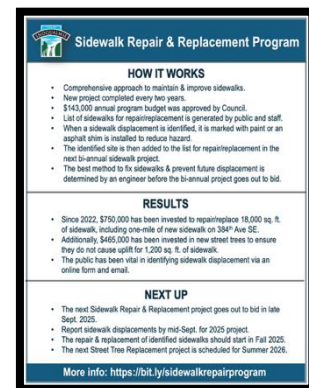
### Social Media

- Facebook: 88.5K reach; 281K views; 10,151 followers (89 new)
- X – 3697 followers
- Instagram – 3.8K reach; 30K views; 3952 followers (43 new).
- Top Posts: SR 18 weekend closure (41.5K views); Boeing Classic Flyover video (36.3K views); Update on eastbound I-90 exit traffic issues (24.3K views).



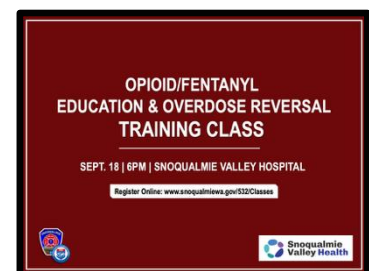
### Website

- Website users: 18K; website sessions: 25.3K; views: 39K.
- Top pages: Twin Peaks, Snoqualmie Falls, Facilities (parks, trails, etc.).
- Splashpad, Jobs, and Calendar also top 10 page destinations for website users.



### Department Support & Initiatives

- Mayor: Boeing Classic, Snoqualmie Days Parade, Snoqualmie Valley Health Hub ribbon cutting, Ross Report.
- Fire/OEM: Pancake Breakfast; Opioid/Fentanyl Overdose Class; Library Storytime; Fire blotters.
- Police: National Night Out; police blotters.
- PPW: Sidewalk Repair & Replacement Program flier, info.
- City Academy: Schedule set, news release, registrations opened.
- Snoqualmie Days and International Block Party marketing.
- Community Survey: Presentation to Council; results to public.



### E-News

- Sent 3044 e-news emails.
- 763 subscribers.
- 61.4% open rate; 11.6% click thru rate.



## Community Outreach

August is the Sunday of summer, and 31 days of summer fun!

- National Night Out – The Communications team supported the Police Department in this annual event, building community.
- Frozen Fun Fest - The City of Snoqualmie, SnoValley Chamber of Commerce, and SnoKing, partnered to create a free community skating event.
- 20<sup>th</sup> Boeing Classic – The City of Snoqualmie supported this annual week-long event. The Communications, Community Development, Fire, Police, and Public Works staff contributed to the execution of the event.
- Snoqualmie Days – The Historic Downtown Merchants Association in its inaugural year, coordinated the annual summer event, with in-kind support from the City of Snoqualmie, Communications Team, Community Development, Fire, Parks and Public Works, Police, and the Snoqualmie Arts Commission. The Northwest Railway Museum coordinated the morning parade.





## Finance Department

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## August 2025

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

#### **Phase 1A – Financials (i.e., Project Accounting, Contract Management)**

During the month of August, the Department has spent considerable time working with the implementation consultant (IC) to complete several key analysis workbooks and finalize decisions regarding settings and the establishment of codes (i.e., project strings). Configuration is proceeding, with process refinement expected to happen in late September, solution validation taking place in October, and go-live expected in early November.

### **Fiscal Year (FY) 2022, 2023, & 2024 Audit**

The State Auditor's Office (SAO) is responsible for auditing Washington's local governments to ensure that entities like the City of Snoqualmie:

- Comply with applicable state laws, regulations, and internal policies and procedures.
- Maintain proper controls to protect public resources from misappropriation and misuse.
- Presents financial statements that reliably and accurately reflect the government's operations, cash flows, and financial condition.

The SAO is currently auditing the City of Snoqualmie for the 2022 and 2023 fiscal years. At the City's "Entrance Conference" on August 4, 2025, the SAO presented an audit overview and scope to those Council members in attendance. The audit is expected to be completed sometime in September or October 2025 and will address the City's financial statements and accountability over funds, as well as a compliance examination over federal funds spent during the 2022 and 2023 fiscal years. Additionally, the SAO has received several hotline submissions that will require review and could impact the audit timeline. Once the 2022-23 audit engagement is complete, the SAO intends to begin auditing the City for the 2024 fiscal year. The City is committed to completing three years of audits in one year and the Accounting Division has been hard at work coordinating conversations, submitting requested documents, and addressing any questions the SAO may have.

### **FY 2024 Financial Statements**

The Finance Department submitted its 2024 Financial Statements to the State Auditor's Office in July. This was an important accomplishment and milestone for the Department which required the implementation of a new GASB pronouncement, the conversion of a number of financial transactions from our legacy system into the new Tyler EERP system, and a new team to

steward the production of the statements to completion. 2024 represents the first year that the Tyler EERP system served as the City's financial system of record.

For FY 2024, the Finance Department processed approximately 14,119 financial transactions (not including utility billing payments processed).

| Financial Transaction Count<br>2024 |   |                |
|-------------------------------------|---|----------------|
| Count                               | Transaction Type                                    | % of Total     |
| 745                                 | Total Number of Legacy System (Springbrook) Entries | 5.28%          |
| 535                                 | Number of New System (Tyler EERP) Entries (GEN)     | 3.79%          |
| 745                                 | Springbrook to Tyler EERP Entries Imported (GNI)    | 5.28%          |
| <b>2,025</b>                        | <b>Total Journal Entries</b>                        | <b>14.34%</b>  |
| 5,528                               | Total Invoices Processed                            | 39.15%         |
| 2,596                               | Total Accounts Payable Checks                       | 18.39%         |
| 2,541                               | Total Payroll Checks                                | 18.00%         |
| 160                                 | Total Payroll Vendor Checks                         | 1.13%          |
| 327                                 | Total Payroll Vendor Disbursements                  | 2.32%          |
| 131                                 | Total Utility Billing Refund Checks                 | 0.93%          |
| 672                                 | Total Cash Receipt & B&O Payments                   | 4.76%          |
| 139                                 | Accounts Receivable Invoices Issued                 | 0.98%          |
| <b>14,119</b>                       | <b>TOTAL OPERATIONAL FINANCE TRANSACTIONS</b>       | <b>100.00%</b> |

### Comprehensive Fee Study

Matrix Consulting is working to finalize the "cost per unit" for a number of fee-supported services. Draft results have been shared with departments, and proposed changes have been recommended. Once completed, cost per units will be converted into potential fee amounts and compared with how much other cities charge for the same services provided. Matrix will then generate a report and presentation to share their findings with Council. Council is ultimately responsible for determining how much each service should be recovered by fees, and Matrix will adjust the fee amounts to reflect that decision.



# Fire Department

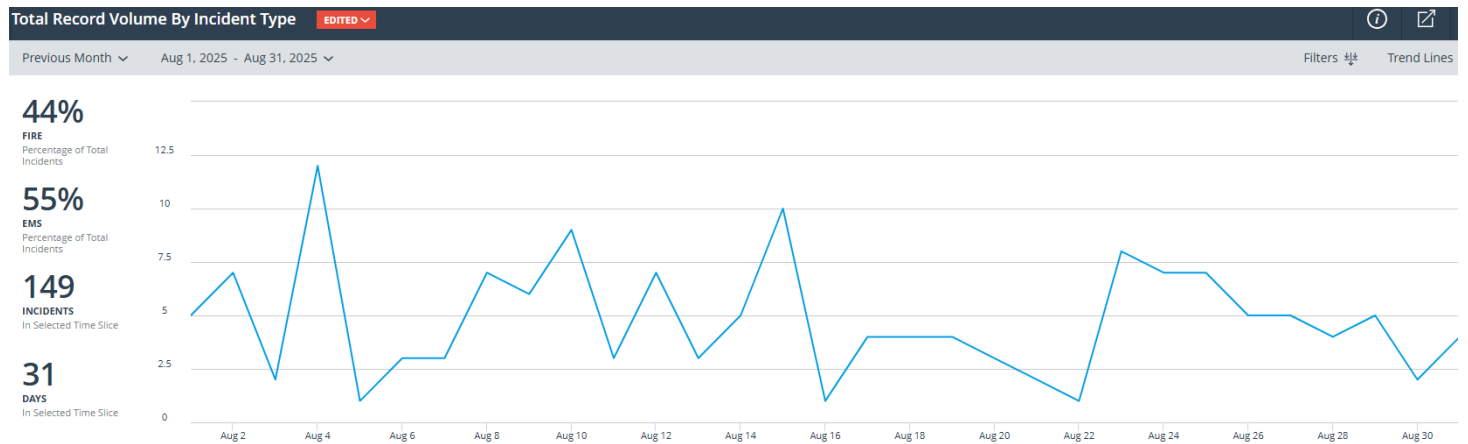
Mike Bailey, Fire Chief  
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## Fire Department Activity August, 2025

### Incident Count August 2025

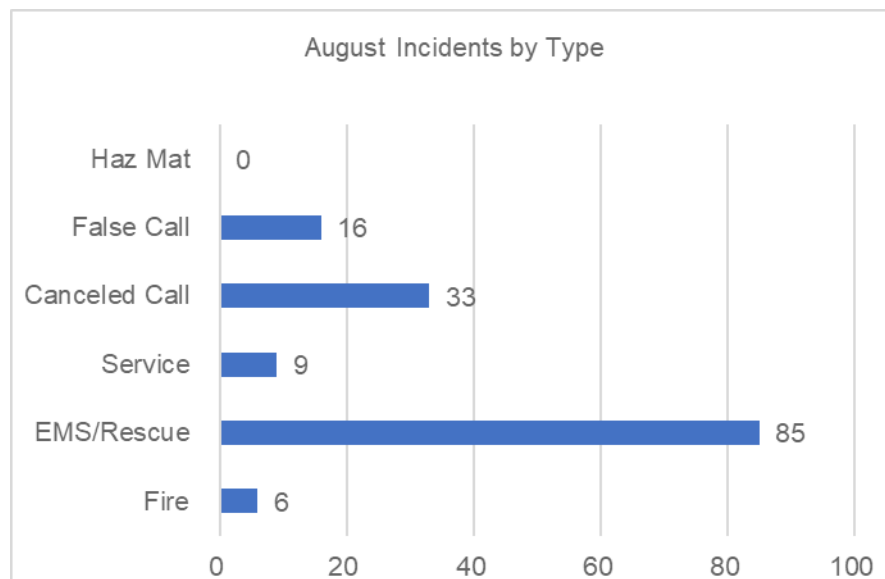
The Fire Department responded to 149 incidents in August. 55% of the incidents were for emergency medical services and 44% were fire or service-related incidents.

The following chart displays the incident count per day.



### Incident Count by Type:

The following is a count breakdown of incidents by type.



## Travel Time

For incidents within the city, the 90<sup>th</sup> percentile travel time for the first arriving unit responding in emergency mode was 7:29 seconds and is broken down as follows.

| Type          | 0:00 - 3:59 | 4:00 - 7:59 | 8:00 - 11:59 | 12:00 - 15:59 | 16:00 - 29:59 | 30:00 + |
|---------------|-------------|-------------|--------------|---------------|---------------|---------|
| Aid Car       | 13          | 20          | 3            | 0             | 0             | 0       |
| Engine        | 8           | 13          | 2            | 0             | 0             | 0       |
| Chief Officer | 2           | 0           | 0            | 0             | 0             | 0       |
| Total         | 23          | 33          | 5            | 0             | 0             | 0       |

For incidents outside the city, the 90<sup>th</sup> percentile travel time for the first arriving unit responding in emergency mode was 16:26 and is broken down as follows.

| Type          | 0:00 - 3:59 | 4:00 - 7:59 | 8:00 - 11:59 | 12:00 - 15:59 | 16:00 - 29:59 | 30:00 + |
|---------------|-------------|-------------|--------------|---------------|---------------|---------|
| Aid Car       | 0           | 7           | 9            | 3             | 2             | 1       |
| Engine        | 1           | 5           | 13           | 7             | 2             | 3       |
| Chief Officer | 0           | 0           | 0            | 0             | 0             | 0       |
| Total         | 1           | 12          | 22           | 10            | 4             | 4       |

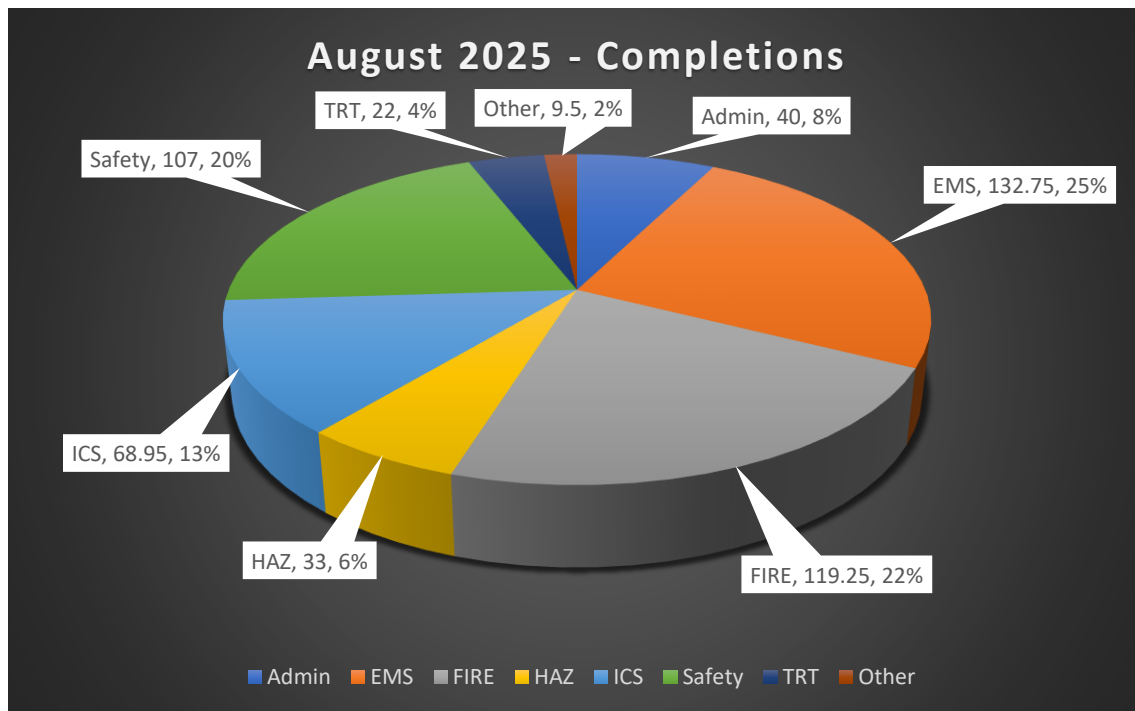
## EMS Transports

The Fire Department responded to 85 EMS incidents in August and transported 33 patients to local hospitals. Patients were transported to Swedish Issaquah 42% of the time and Snoqualmie Valley Hospital 54% of the time. Of the transports, 6 originated from outside Snoqualmie's service area (North Bend 4, Fall City 2).

| Hospital                   | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Total |
|----------------------------|--------|--------|--------|--------|--------|-------|
| Overlake Hospital          | 1      | 0      | 0      | 0      | 0      | 1     |
| Snoqualmie Valley Hospital | 1      | 5      | 3      | 5      | 4      | 18    |
| Swedish/Issaquah           | 0      | 3      | 4      | 4      | 3      | 14    |
| Other                      | 0      | 0      | 0      | 0      | 0      | 0     |
| Total                      | 2      | 8      | 7      | 9      | 7      | 33    |

## Training:

August sees an increase in the use of vacation time and other weather-dependent projects. While this can make scheduling difficult, crews still seized the chance to get out and train, accomplishing many objectives. In August, this included Cardiac Emergencies, traumatic injury, search and rescue, incident command, and more. Throughout August, we achieved a 43% increase in training hours compared to last year, marking a record pace for our department. We also graduated one more volunteer from her rookie book/onboarding training, with one more still in progress. During August, crews trained for over 532 hours, focusing on emergency medical services (25%), fire suppression and rescue (22%), and safety training (20%). The month also maintained a focus on wildland firefighting operations with hose deployment training. The following chart compares training hours by type.



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

### Training – Highlights/Major Topics:

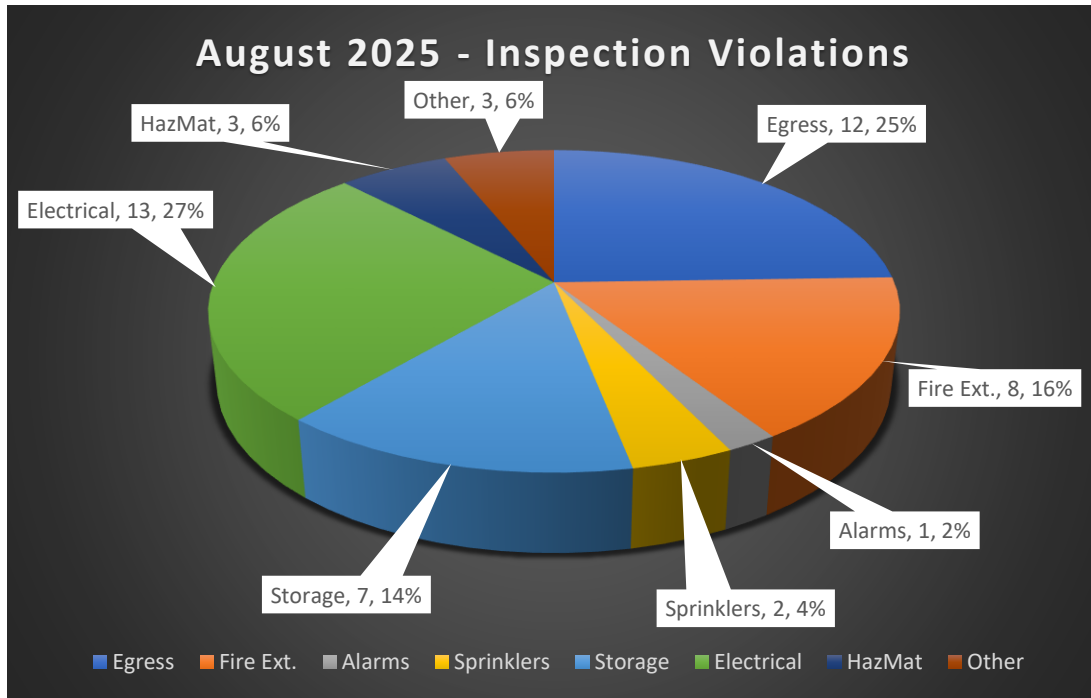
- Driver Safety
- Incident Command System – Big Box Retail and Multi-Family Fires
- Wildland Firefighting
- Firefighter – Hose evolutions
- Firefighter – Ladder Evolutions
- Firefighter – Search and Rescue
- Safety – State-mandated safety training, firefighter line-of-duty death reviews
- JJ Keller HR Training
- Cardiopulmonary Resuscitation
- Epinephrine/anaphylaxis
- NARCAN/Opiate overdose
- Cardiac Emergencies
- Ropes and Knots
- Natural Gas and Power Emergencies
- Hemorrhagic Bleeding Control



## Community Risk Reduction

### Inspections

In August, crews completed 19 occupancy inspections with 49 violations needing correction. Most common violations noted during this timeframe were related to improper use of extension cords and failed emergency lighting. These inspections consisted of business office locations, storefronts, manufacturing, and schools. Many of these inspections resulted in occupancies in performing annual maintenance as prescribed by the code. The following chart is a breakdown of violations for August 2025:



### Public Education

In August, public education and outreach reported the following activities:

- Snoqualmie Days Safety Booth
- Snoqualmie Firefighters Association Pancake Breakfast
- CPR/AED Class – Snoqualmie School Nurses – 15 attendees, 3 Hours
- Story time with the Chief – 75 attendees, 1.5 hours

## Volunteer Activity

During August, the following activity was recorded for the volunteer group:

- 26 Duty Shifts
- 52 Emergency Responses
- 403 Total hours spent volunteering

Of the four new volunteers who started in June of this year, two have completed their rookie book and are qualified to respond to calls. One new volunteer is almost done and will be ready to respond in September. The fourth new volunteer resigned in August due to a new job that didn't allow time for volunteering.

- 11 EMS Responders
- 1 In Training
- 2 Special Service (non-responding)



## IT Department

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### August 2025

Dear City Council,

The IT Department continues to be busy this month with preparing for future project and getting well deserve breaks in! We are continuing to be responsive to requests for support and the cases are being resolved in a timely manner. The team is hitting their stride!

Here are some updates for the month of August:

- The network infrastructure modernization design changes are complete at City Hall and will move to other locations soon.
- The Parks and Public Works Departments are actively engaged with us in migration to the new Cloud VOIP phone system. We did have to move the upgrade date for them due to issues with the phone number transfers. This adds a couple of weeks to the project.
- We have reviewed proposals for new server replacements generously approve by City Council. You should see a couple of Agenda Bills in October-November. We estimate completing this project by the end of the year.
- An all-staff online cybersecurity training will be sent out to staff in late September.
- Due to increased licensing costs for our server infrastructure software, we have decided to migrate away from it. This change will provide savings to our residents and still give the city the resources it needs to run our systems. Let me know if you have any questions about this change.

We will have more details on upcoming and ongoing projects in future updates:

- Simplifying our service desk to better serve our users.
- Restructuring and updating our server infrastructure.
- Operating System Upgrades
- Building new processes for Asset Management that is proactive.
- Cybersecurity updates.

Thank you for your continued support of the IT Department!



## PARKS & PUBLIC WORKS DEPT.

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**Jeff Hamlin, Director**

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### Monthly Report – August 2025

#### **Public Works General/CIP Projects:**

Summer Operations: Staff put extra effort into preparation for Snoqualmie days, cleaning the downtown corridor. Summer is now winding down with the last major event of the season: the International Block Party on Saturday September 6<sup>th</sup>.

Tyler Munis Implementation: Public Works has completed initial implementation of the asset management system and continuing to make improvements on its application to the individual divisions. Parks and Public Works has processed approximately 1,512 separate work orders in the last month and over 16,000 work orders since implementation in October of last year.

The Public Works team has been working with Finance to implement and develop the two new Tyler Munis systems. The Contracting and Project Management modules are in development but expected to go live this Winter.

Utility Rate Study: PPW staff continue work on the General Facility Charges (GFCs) rates, which are anticipated to be completed this Fall. In addition, staff will be bringing a series of edits related to the Class A water billing structure.

Road Maintenance and Repair: Streets division is currently working on pavement maintenance with pothole filling and repairing/replacing signage with a focus on Meadowbrook/Schusman & Park St school zones. Engineering is currently working on paving, utility infrastructure, and road maintenance projects for next summer. As part of this, a Pavement Condition Index (PCI) survey was completed in June using the Integrated Road Information System (IRISpro Pave). Results were received last week and include updated network PCI ratings along with recommended overlay and repair sections. Engineering is reviewing the data to help prioritize upcoming pavement maintenance and rehabilitation projects.

Splashpad: The new shade structures have been completed and PPW has reduced the amount of water that spills off the pad, which in turn has reduced the amount of mud and debris making it on to the pad. The Splashpad will stay open until temperatures drop, likely closing in the month of September.

Water Reclamation Facility Phase 3: Construction activity at the treatment plant is completed. Operational adjustments are ongoing, but the plant is functioning well. Construction improvements at the Kimball Creek Lift Station are nearly complete including full replacement of electrical gear and pump upgrades. Commissioning the new improvements and project completion is expected in October 2025.

River Trail: Permitting is complete. The project was bid in July and staff have selected the lowest responsible bidder for contracting. Pending Council approval, construction will begin in September and carry on through the Winter and Spring

Sandy Cove Bank Stabilization: Permits from the Corp of Engineers are in the process of being finalized. Staff have decided that it is too late and too risky to try to complete the project in 2025. The proposed construction window is anticipated Summer of 2026 with bid advertisements going out in early 2026.

**Reclaimed Irrigation Reservoir:** The contractor has extended the reclaimed transmission main to the site, and begun mass excavation, grading, and concrete reservoir foundation construction at the site. Project completion is anticipated on or before June 30, 2026.



**Staffing:** PPW is interviewing candidates for the Administrative Specialist position in early September. In addition, the City filled the Parks & Streets Superintendent vacancy, and will now recruit for a Parks Technician III.

#### **Wastewater Division**

- Treated 30 million gallons of sewer in August
- Recovered and recycled 24 million gallons for irrigation
- Completed first full month of flow and load monitoring at the Casino
- 0 permit violations
- Continued CDL training for Jake and Tom
- Steven Robles (Tech I) onboarded, and in training as an operator
- Kimball Creek Pump Station improvements progressing
- Replaced In Plant Pump Station flow meter
- Main line pipe cleaning continues for first 12,000 of 54,000 feet of pipe on Snoqualmie Ridge.

#### **Water Division**

- Department Of Health reporting and sampling completed for August
- PFAS sampling conducted at North Well Treatment Plant and Canyon Springs
- Hydrant exercising ongoing
- Meter repairs ongoing
- Continued identifying zero read meters and replacing them
- Continued irrigation repair and maintenance
- Continued cross-connection test recording and customer correspondence
- Replaced hydrant that was damaged at Point Park roundabout
- Performed a service line repair in Johnson Heights
- Continued Backflow testing

## **Parks & Streets Division:**

### Parks Maintenance

- Maintained summer mow schedule, and cleaning of 11 public restrooms.
- Completed downtown cleanup for Snoqualmie Days, including washing trashcans, tables & chairs
- Completed vegetation maintenance along Snoqualmie Parkway main trail
- Seeding & Fertilizing completed at Carmichael, Community, Centennial, Swenson, Azalea, & Jeanne Hansen ballfields



### Splashpad Operations:

- Performed & recorded daily checks on the Splash Pad, and kept the system in calibration
- Scott MacVicar obtained Pool Operator certification.





### Streets Maintenance

- Graded/added gravel to downtown alley ways
- 2 days of pothole repair in downtown Snoqualmie
- Replaced school zone batteries
- Programmed school zone signs (Vaughan and Swenson)
- Completed Snoqualmie Logo installation on wayfinder signs
- Completed Snoqualmie Days set up and road closures
- Completed Street sweeping downtown, Snoqualmie Parkway, and Jacobia neighborhoods

### **Fleet & Facilities Division:**

#### Fleet

- Conducted 5 semi-annual generator set service and load bank tests
- Continued to order and receive budgeted approved ER&R equipment
- 79 work orders completed
- 36 Preventative Maintenance work orders completed
- 42,828 miles driven
- 2 scheduled/repaired body damaged pd cars

#### Facilities

- Installed a/c condense pump at Pd server room
- Ran camera cable run at city hall
- Bay lighting: replaced 24 lamps fire station
- Installed cabling for wi-fi in fire bays
- Added new portable a/c unit to conference room
- Completed old plan disposal at old library
- HVAC belt replacement at public works

## **Stormwater & Urban Forestry Division**

### Forest Management:

- Sheet mulched (with cardboard and “arborist chips”) Final 2,300 Square feet of grass in preparation for 2025 Green Snoqualmie Day Planting Event along Park Street across from the High School next to the Snoqualmie River.

### Green Snoqualmie Partnership:

- Scheduled 2 volunteer events for September with Zetec, a local business who provides annual volunteer work.
- Scheduled Green Snoqualmie Day for Saturday, October 4th and completed planting plan for the event.

### Stormwater:

- Contracted out the cleaning of 165 Catch Basins in August.
- Utilized ArcGIS Online and increased efficiency of contracted cleanings of the catch basins.
- Continued required pond maintenance:
  - 6 Ponds and 1 Swale maintained for vegetation clearance:
  - Repaired fencing at 2 Ponds with DOC (see DOC report below).
- 1 Illicit discharge reported on Kinsey St by a resident to the Department of Ecology
  - Mobile car washing business was washing a vehicle on the street during the evening hours.
  - Minimal impact to the MS4, no soaps detected in the 5 downstream catch basins and nothing in Kinsey Pond.
  - Spoke with Business owner and let them know that ONLY WATER can enter the catch basin and stormwater system.
  - Followed up with DOE and they agreed no further action required.

### Department of Corrections: 9 Workdays

- USFS Lot at Snoqualmie Point Park cleared vegetation in parking lot and along trail leading to the trail head.
- Vegetation Clearance on 7 ponds for required maintenance.
- Fence repair at 2 ponds (Carmichael 1 and Hancock)

#### Street Trees

- Clearance pruning of signs in All School Zones throughout the City.
- Each week: watered 200 individual street and park trees (4 weeks)
- Pruned Wilde Ave SE: 39 street trees.

#### Resident and In-House Requests:

- 16 new requests for August
- 15 completed requests for August
- 19 active requests currently still In Progress or On Hold.

#### Trail Maintenance:

- Snoqualmie Parkway Trail - completed 450 foot long French Drain to eliminate water from crossing over the parkway trail.

#### Hazard Tree Removal/Tree Risk Assessment:

- Continued Proactive Tree Risk Assessment Program for 2025.
- Completed 2 sections on 2025 assessment map.





# Snoqualmie Police Department

**Gary Horejsi, Interim Chief of Police**

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## August 2025

### Calls for Service

|            | July 2025 | August 2025 | August 2024 |
|------------|-----------|-------------|-------------|
| Snoqualmie | 532       | 522         | 512         |
| North Bend | 470       | 444         | 494         |

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

| August     | Priority 1 | Priority 2 | Priority 3 |
|------------|------------|------------|------------|
| Snoqualmie | 4:13       | 1:59       | 4:09       |
| North Bend | 6:52       | 5:19       | 6:08       |
| July       |            |            |            |
| Snoqualmie | 3:26       | 3:19       | 3:18       |
| North Bend | 2:52       | 3:38       | 4:29       |

Priority 1: Weapons Offense / DV Physical / Aslt/Burg In-Prog

Priority 2: Calls that involve a serious crime or incident with potential for violence or escalation but not necessarily an immediate threat to life.

Priority 3: High priority but not an immediate threat.

| Thefts         | July 2025 | August 2025 | August 2024 |
|----------------|-----------|-------------|-------------|
| Snoqualmie     | 9         | 11          | 8           |
| North Bend     | 14        | 9           | 12          |
| Vehicle Prowls | July 2025 | August 2025 | August 2024 |
| Snoqualmie     | 1         | 2           | 0           |
| North Bend     | 4         | 1           | 1           |
| Vehicle Thefts | July 2025 | August 2025 | August 2024 |
| Snoqualmie     | 4         | 0           | 3           |
| North Bend     | 0         | 1           | 1           |

### Arrests

|            | 2025 |     | 2024 |     |
|------------|------|-----|------|-----|
|            | Aug  | YTD | Aug  | YTD |
| Snoqualmie | 12   | 109 | 15   | 130 |
| North Bend | 13   | 128 | 17   | 141 |

### Crisis Intervention Contacts

|            | 2025 |     | 2024 |     |
|------------|------|-----|------|-----|
|            | Aug  | YTD | Aug  | YTD |
| Snoqualmie | 1    | 18  | 7    | 304 |
| North Bend | 1    | 11  | 1    | 7   |

### Public Records Requests

|             |     |
|-------------|-----|
| August 2025 | 45  |
| 2025 YTD    | 399 |

### Staffing

**Command Staff** – Vacancies: 1 (Chief).

**Patrol** – One officer and one officer recruit left the department August 15 and 31 respectively. SRO recruit continues in FTO. Vacancies: 7 (6 Officers & 1 Sergeant).

**Support/Administrative Staff** – Vacancies: 2 (Police Support Officer & Mental Health Professional).

**North Bend** – Snoqualmie met the contractual required shift coverage of the May, 2025 Interim Agreement between Snoqualmie and North Bend.

### Upcoming Community Events

Sept 4 – Farmers Market @ Si View Park (NB)

Sept 6 & 11 – Snoqualmie International Block Party @ Center Blvd (Sno)

Sept 13 – Sip Suds and Si (NB)

Sept 14 – Tunnel Light Marathon (NB)