



Department Reports February 2024



Communications Division

Danna McCall, Communications Coordinator

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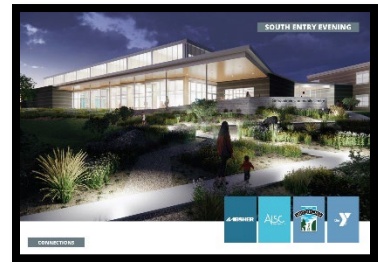
Social Media

- Facebook reach: 34.6; 6902 followers (35 new)
- Twitter - 3786 followers (42 new)
- Instagram - 1.7K reach; 2823 followers (21 new).
- Top Posts: Twin Peaks Throwback Sign photo (21K reach); SVT Route Expansion news release; Community Center Expansion design photos.



Website

- Website users: 19K; website sessions: 25.1K; pageviews: 41K.
- Top pages: Snoqualmie Police news release; Twin Peaks; Community Center Expansion.
- Comm. Center Expansion top 5 page.
- 1059 people subscribed to emergency alerts.



Engagement, Initiatives & Support

- Mayor: State of City planning; Ross Report.
- Parks & Public Works; Community Center Expansion open house and town hall planning and execution; Green Snoqualmie new website pages and event marketing; PROST open house marketing.
- Fire/OEM: class marketing; Chat with Chiefs event execution; Coat Drive news release; weekly blotter.
- Police: Chat with Chiefs event execution; news release support; weekly PD blotter.
- HR: Employee newsletter.
- CD: Home Elevattion Grant Program marketing.



E-News

- Sent 3,814 e-news emails.
- 763 subscribers
- 54% open rate; 3.7% click thru rate.
- Industry average: 40% open rate; 6.5% click thru rate.
- Coming Soon: Green Snoqualmie E-News.





Community Development Department

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February 2024 Monthly Report

Permit Activity

Permit applications remain relatively average.

Building	February 2024	YTD
Permit Applications	29	60
Permits Issued	26	59
Total Inspections	47	97

Planning	February 2024	YTD
Pre-Applications	1	2
Sign Permits	0	0

Boards and Commissions:

- Arts Commission, first 2024 meeting. Planned 2024 programming.
 - Arts Commission hosted an artist reception for the City Hall gallery artist, Rebecca Mott, February 26.
- Economic Development Commission did not meet in February, as there was no quorum.
- Community Development Committee 2/5 & 2/20 -- worked on housing growth targets, Housing Element, economic development code updates, and building code amendments.
- Planning Commission 2/5 & 2/20 -- worked on the Environmental Element, emergency housing code, and conducted a design review.

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): Clearing and Grading permit was submitted to being preparing the parcel for a 46 single-family residential (duplexes and townhomes) lots.

Model Train Museum: No updates.

The Rails: Continued review of 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.

Community Center Expansion: A pre-application conference was held and the applicant submitted for a design review. The design review was presented at the February 20, 2024 Planning Commission meeting and met criteria.

Mixed-Use Final Plan Amendment: Continued review of Snoqualmie Ridge 1 permit and amend conditions of the SR-I Mixed Use Final Plan to allow for more retail.

Community Engagement, Events, Marketing, and Tourism

- Attended WEDA Winter Conference (Washington Economic Development Association) in Olympia.
- Facilitated the February Ridge Merchants Group meeting. Planning for joint meeting in March, Downtown Historic Snoqualmie Merchants and Ridge Merchants.
- Produced Spring marketing – design files below





Fire Department

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Fire Department Activity February, 2024

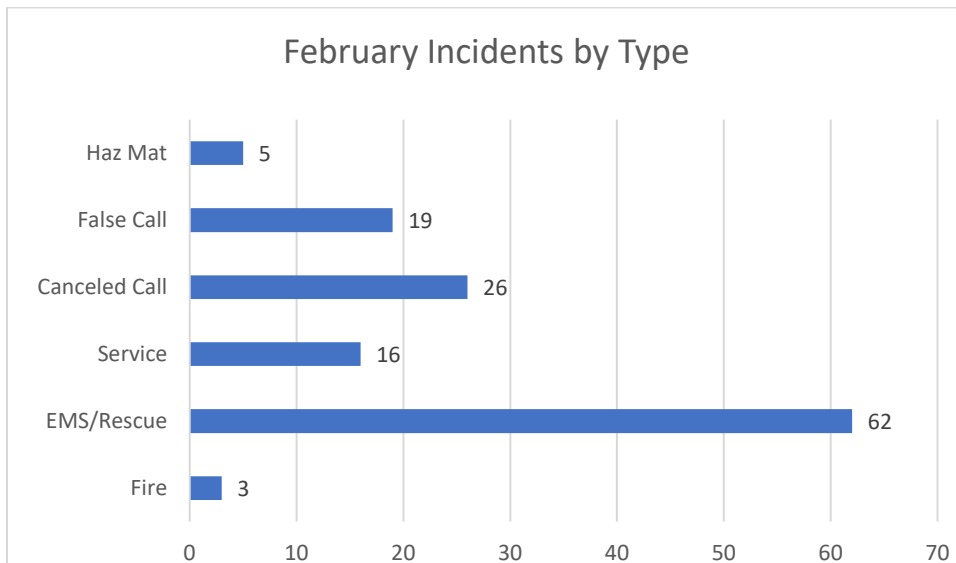
Incident Count February

The Fire Department responded to 131 incidents in February. 47% of the incidents were emergency medical services and 53% were fire or service-related incidents. The following chart displays incident count per day.



Incident Count by Type:

The following is a count breakdown of incidents by type.



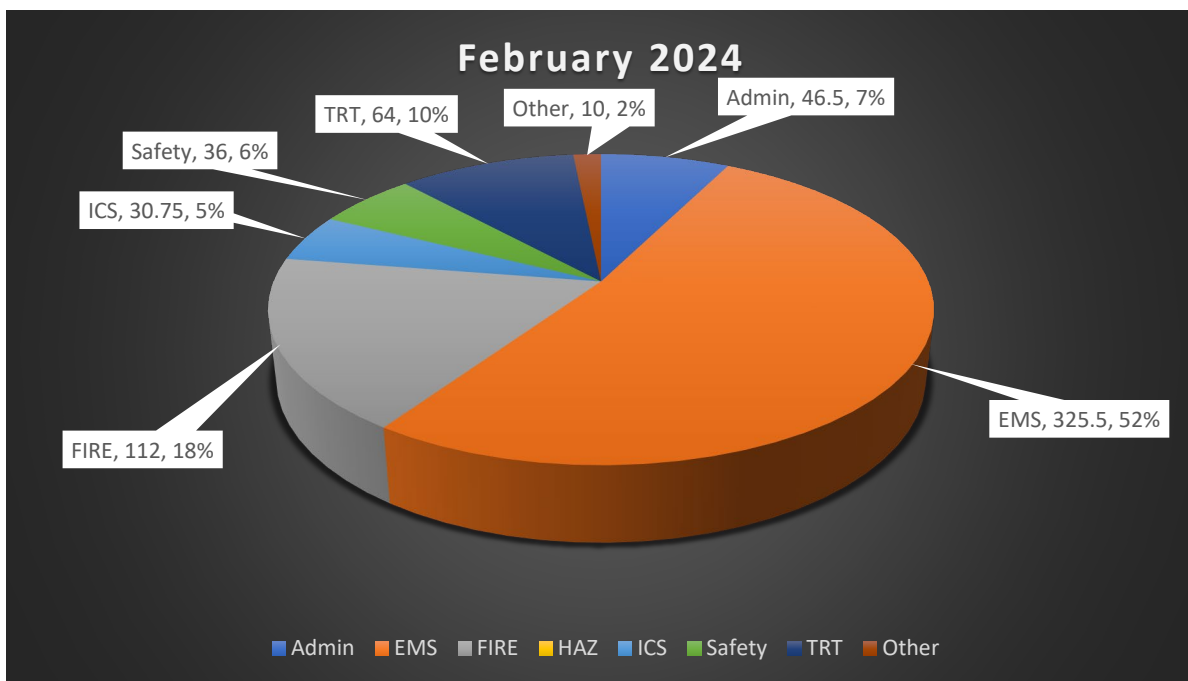
EMS Transports

The Fire Department responded to 62 EMS incidents in February and transported 27 patients to local hospitals. Patients were transported to Swedish Issaquah 48% 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	0	1	0	1
Snoqualmie Valley Hospital	0	0	3	4	6	13
Swedish/Issaquah	4	3	3	1	2	13
Other	0	0	0	0	0	0
Total	4	3	6	6	8	27

Training:

Firefighters trained over 624 hours in February, primarily focusing on emergency medical training and recertifying instructors. The training covered all different categories with the majority being Emergency Medical Services response (52%) followed closely by fire suppression response (18%). During the month we had one volunteer member complete the basic Emergency Medical Technician (EMT) training and one member complete volunteer member onboarding. The following chart compares the training hours by type:



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

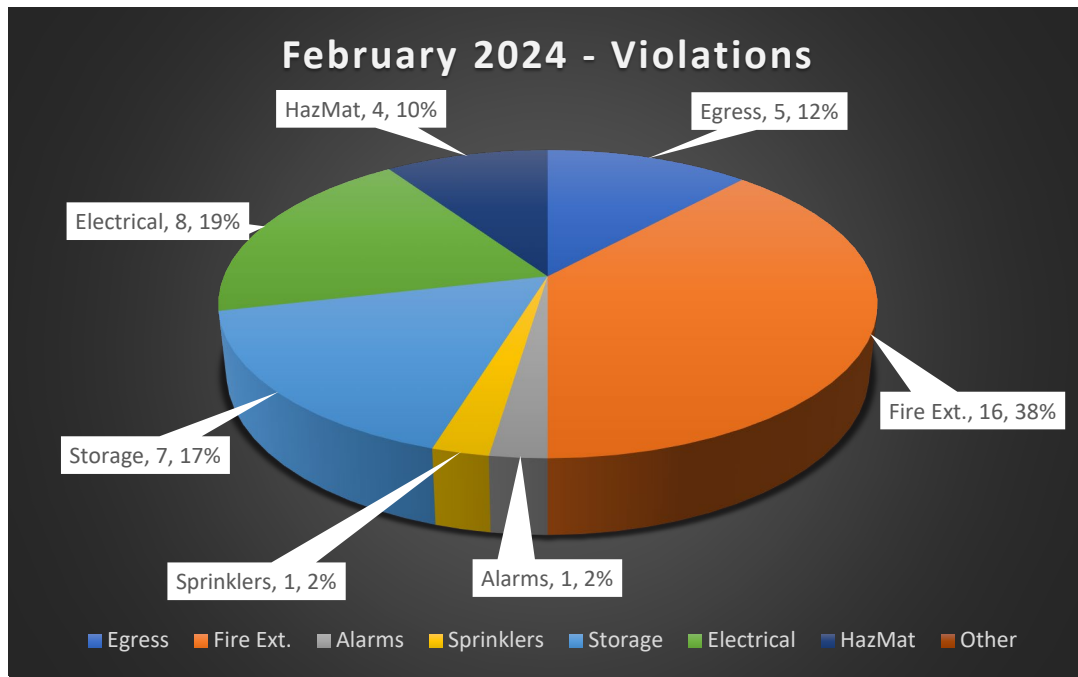
Training – Highlights/Major Topics:

- Confined space and trench rescue awareness
- Technical Rope Rescue – pickoff training, rappel and lowering based
- Medical – Annual CPR, advanced airway, epinephrine, naloxone, instructor recertifications
- Firefighter – Company evolutions and forcible entry
- Safety – State mandated safety training, Driver safety, firefighter line of duty death reviews
- Incident command procedures

Community Risk Reduction

Inspections

Fire crews conducted fire and life safety occupancy inspections in February, focusing on missed or off-cycle inspections. Thirty-one (31) inspections were completed noting forty-two (42) violations. The violations were a direct reflection of a continued inspection practice and keeping occupants informed of what constitutes a code violation. Most infractions were resolved within 14 days and some others being remedied while crews were onsite. The following chart is a view of the monthly inspection violations:



Public Education

February public education and outreach reported the following activities:

- Mount Si High School CPR program planning (classes in June)
- 1st half 2024 public course planning
- (2) Station Tours
- (1) Public Stop the Bleed and Opioid Education class
- (1) Private Opioid & Stop the Bleed Education class

Volunteer Activity

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

- 20 Duty Shifts
- 32 Calls responded to
- 255 Total hours spent volunteering.



Human Resources Department

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February 2024

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

The human resources implementation team continues to work on human resource modules setup as well as assist with payroll implementation modules.

HUMAN RESOURCES

Recruitment

The City continues to focus heavily on staffing and to recruit for several critical positions across multiple departments, including but not limited to, the Parks & Public Works Director, IT Director, a number of key utility positions, as well as a HR Analyst and Deputy City Clerk. There is currently one Police Officer opening and the Administrative Sergeants position. The candidate selected for Police Captain is undergoing the background process. The Fire department is currently recruiting for a Lateral Firefighter and the recruitment for a Deputy Chief will begin soon.

Class & Compensation Study/Union Negotiations

The implementation of the newly approved compensation schedule for non-represented employees is in place, coupled with the new M&P review form and performance-based step increases. Negotiations are continuing with the Snoqualmie Police Association (SPA).

Wellness Committee

The City has received AWC's Well City status for 2023 and premium discount of 2% will start in January 2025.

Employee Recognition

City employees continue to participate in "Thank you Thursdays" in which an employee thanks a fellow employee for their service via email and then in turn continues and thanks another employee to keep the chain of gratitude going.

Personnel Policy Handbook

The HR department is continuing work with Summit Law to review and update the city Personnel Policies to be in compliance with updated employment and leave laws and to combine all policies to be in one handbook.



Parks & Public Works Department

Jeff Hamlin, Interim Director

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Staffing Levels

Parks, Streets – Fully
staffed

Water – 3 Vacancies

Wastewater – 3 Vacancies

February 2024

Summary Parks & Public Works

- Parks and Streets Division is focusing on play fields for the next few weeks to get them ready for the season. Several of the Parks staff have received “pool” training to operate the new splash pad this summer. Additionally, the Parks group have hired a new employee fill out the employee roster.
- The Urban Forestry and Stormwater Division has completed all stormwater facility inspections in accordance with our NPDES permit requirements. Staff will also submit the NPDES Annual Report to Ecology by the end of March as required by the permit. Urban Forestry has been managing maintenance activities on all City boardwalks and trail bridges and plan to have that work completed this spring. Urban Forestry is also beginning construction to replace two pedestrian trail bridges and hope to have that work completed by the end of April.
- The Engineering Division continues its focus on capital projects and preparing updates to the CIP. Projects targeted for construction this year include the 384th Ave Sewer Line Reconstruction, the splash pad at Community Park, Sandy Cove Park Riverbank Restoration, Kimball Creek Bridges repair, and Water Reclamation Facility Phase 3. Progress continues on the Centennial All-inclusive Playground project; construction is scheduled to be completed in March with a ribbon cutting ceremony in April.
- Our Water Division has been busy with responding to reporting requirements from Dept of Ecology and Dept of Health for PFAS monitoring and Lead Service Line replacement programs. The Water division has been interviewing prospective employees for an entry level position and should have a new employee placed by April.
- Wastewater is still short on employees but manages to effectively maintain the Wastewater facility and attendant operations. Wastewater Reclamation Facility - Phase 3 (WRF-3) project continues on-schedule with the first phase of construction scheduled to be completed at the end of 2024. Recruitment efforts continue in attempt to fill technician vacancies.
- The Fleet and Facilities Division continues to maintain readiness for winter operations. Small but persistent snow and wind storms should continue into March, but will dwindle with the approach of spring time. With the addition of new employees in other divisions, the department is experiencing a shortage of vehicles; specifically pick-up trucks. The department will coordinate with Finance to develop a funding strategy to acquire new vehicles or otherwise fund the gap in vehicle costs due to recent inflation.
- Finally, Parks and Public Works continues to make rapid progress on training and implementation of the new Tyler Asset Management System. Asset coding has been completed and the team is currently working on developing activity codes and system implementation. This project is on schedule for full implementation by the end of summer.

Department of Corrections Crew Work for February 2023

* Note: DOC had 11 workdays this month*

Work completed at various sites:

1. Storm pond vegetation maintenance:

1.1. Weed whacked the pond behind the shop at PPW building.

2. Storm pond, swale, and wetland fence repair: Completed 1 section, 0 swale and 0 wetland areas.

2.1. Split-rail fence repair at Carmichael 1 Pond (Salal), completed 30 feet of fence to include:

2.1.1. Replaced 3 posts and 4 sections with Hog-wire.

2.2. Split-rail fence repair at Kinsey Pond, completed 40 feet of fence to include:

2.2.1. Replaced 4 posts and 4 sections of rail, chain link stapled to rails.

2.2.2. Removed demolished fence at Kinsey.

2.3. Cedar/Hog-wire fence repair at Strouf Pond, completed 879 feet of fence to include:

2.3.1. Replaced 20 broken Cedar boards with backstock cedar boards.

2.3.2. Replaced 21 panels of broken Cedar board fence with 21 - 8'x5' panels - of Hog-wire, including 12 new posts.

2.4. Split-rail fence at Jacobia W1 Pond, completed 2 rail replacements.

2.5. Split-rail fence at Silent Creek Pond, completed 2 rail replacements.

3. Trail maintenance:

3.1. No trail maintenance this month.

4. Forest restoration:

4.1. Weed whacked edge of Silent Creek forest at Carmichael.

4.2. Alpha Site Mulching: Put down 36 yards of mulch, to 6 inches deep, throughout the site with cardboard underneath it all. Approximately 7,393 square feet.

5. Park and street maintenance:

5.1. No park and street maintenance this month

6. Work Area and Tool maintenance:

6.1. Cleaned and organized UF/SW connex.

6.2. Weed whacked around water department treatment plant

6.3. Weed whacked entry way into PPW compound

6.4. Blew off the shop parking lot except around personal vehicles

6.5. Raked front yard and threw away branches of PPW building

7. Encroachment Sign Building/Installation:

8. Street Tree maintenance:

8.1. Mulched planter strips along the forest edge at Keller and along the storm pond at Merritt. Merritt, cardboard was used, Keller, no cardboard was used.

8.1.1. Total of 121 feet completed on Keller.

8.1.2. Total of 51 feet completed at Jacobia and Merritt.

8.2. Mulched planter strip at the terminus of Ridge at Cottonwood Ave.

8.2.1. Mulched along the retaining wall on Cottonwood for 380 feet, using cardboard and 15 yards of mulch.



Snoqualmie Police Department

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February 2024

Calls for Service

	Jan. 2024	Feb. 2024	Feb. 2023
Snoqualmie	567	511	481
North Bend	470	538	387

Average Response Times (in minutes & seconds)

February	Priority 1	Priority 2	Priority 3
Snoqualmie	1:55	4:58	3:32
North Bend	5:55	2:37	6:24
January			
Snoqualmie	4:51	4:46	5:57
North Bend	6:54	4:53	6:15

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.

February	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	14	11	3
North Bend	15	6	2
January	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	18	7	1
North Bend	21	5	1

Items of Importance

Command Staff – Captain candidate chosen, undergoing background. Vacancies: Admin Sergeant.
Patrol – Sergeant internal candidate chosen, awaiting assignment. 1 officer cadet ongoing FTO. 2 officer recruits started academy 2/7, 2 more to follow 3/5. Vacancies: 1 Patrol Officer.
Administrative Staff – Vacancies: Records Technician candidate chosen, undergoing background.

Community Events

February 15 – Chat with the Chiefs (Snoqualmie)
 March 7 – Chat with the Chiefs (North Bend)
 March 9 – North Bend Citizens Academy

Year to Date Theft Comparison

Feb. 1 – 29

Snoqualmie	2024	2023
Thefts	3	19
Vehicle Prowls	6	7
Vehicle Thefts	2	1
North Bend	2024	2023
Thefts	13	7
Vehicle Prowls	0	1
Vehicle Thefts	3	1

Crisis Intervention Contacts

	2024		2023	
	Feb	YTD	Feb	YTD
Snoqualmie	55	86	19	31
North Bend	0	1	6	7

Mental Health Professional Contacts

	2024		2023	
	Feb	YTD	Feb	YTD
Snoqualmie	7	22	22	40
North Bend	2	9	13	18

Public Records Requests

Feb. 2024	57
2024 YTD	108