

## **Administration Staff Report**

**February 2019**

### **Administration**

- ❖ The Snoqualmie City Council met for its annual retreat on Friday, February 8<sup>th</sup> and Saturday, February 9<sup>th</sup>. The retreat was held at The Club at Snoqualmie Ridge.
- ❖ A Meeting for negotiations between the City of Snoqualmie and the Snoqualmie Police Association took place on February 20<sup>th</sup>. Negotiations are ongoing.
- ❖ Nancy Ahern with Agreement Dynamics, Inc. has begun working on the upcoming Employee Satisfaction/Climate Survey for the City of Snoqualmie. She met with Bob Larson, City Administrator and Debra Vigil, Director of Administrative Services on February 20<sup>th</sup> regarding the survey.
- ❖ Debbie Mills, Chief Examiner/Secretary for Civil Service; conducted a promotional exam for the position of Fire Captain on February 22<sup>nd</sup>.
- ❖ Agreements to all 2019-2020 Human Services Funding recipients will be sent out the first week of March, followed by the first payment.
- ❖ Recruitments currently under review:
  - Assistant Planner
  - CIP Manager/Contract Administrator
- ❖ New Hires:
  - Firefighter - William Wisham started on February 15<sup>th</sup>.

### **Events Program**

- ❖ **Event Planning and Coordination**
  - Coordinating and planning for upcoming 2019 events continues.
  - Downtown Winter Wine Walk: City of Snoqualmie Events provided design and marketing support. \*Event Poster below
  - Big Truck Day: NEW event this June. During snow recovery, I posted a save-the-date on Facebook, to record engagement and reach. Comments were favorable and excited! DirtFish and Encompass are partners/sponsors. The "Hold the Horn" a sensory free time is an inclusion opportunity for event programming.

#### Performance for Your Post

5,905 People Reached

299 Reactions, Comments & Shares

161 Like	106 On Post	55 On Shares
22 Love	19 On Post	3 On Shares
5 Wow	4 On Post	1 On Shares
78 Comments	39 On Post	39 On Shares
33 Shares	33 On Post	0 On Shares
707 Post Clicks		
215 Photo Views	13 Link Clicks	479 Other Clicks



#### ❖ Sponsorship

- Created and currently promoting 2019 Sponsorship Opportunity Plan.

#### ❖ Community Outreach

- Attended February Chamber of Commerce Lunch.
- Attended Chamber Business Workshop Training *Social Media*.
- Met with Jason Green to discuss upcoming summer farmers market – location, dates and cross-marketing opportunities.
- Met with Encompass, established partnership for Big Truck Day.

#### ❖ Special Event Permit Process

- Several Special Event Permits are currently routing through city for approval.
- Police, Public Works and Events are currently working with The Salish Lodge for a potential bike race in May 2019. All parties look forward to the partnership, collaboration and community enrichment.