

Administration Staff Report Administrative Services Division

Debra Vigil, Director of Administrative Services

April 2019

Human Services Program

Signed agreements have been received from many of the organizations that were approved for Human Services funding for 2019/2020. First half of 2019 funding approved has been requested of Accounts Payable and should be received by those organizations soon, if not already received by them.

Human Resources Division

We are currently recruiting for the positions of Seasonal Parks and Public Works positions, Management Analyst, Assistant Planner and Assistant City Attorney. (Note: The Assistant Planner position was re-posted) Interested individuals can apply on GovJobsToday.com.

A candidate has been chosen for the CIP Manager/Contract Administrator position. He is scheduled to begin working for the City of Snoqualmie on Tuesday, May 28, 2019.

Interviews have been held for some of the Seasonal Parks and Public Works positions. Two candidates have been offered positions and will begin work on Monday, May 13, 2019.

Final changes were made and agreed upon between the representatives for the City of Snoqualmie and the Snoqualmie Police Association (SPA) on the tentative agreement. The SPA is taking it to their members for a vote.

General Information

Several staff members attended the Chamber of Commerce luncheon on April 24th State of the City by Mayor Larson and Mayor Hearing.

Events Program

Events and Outreach

Flashlight Teen EGG-Hunt, Friday, April 19th: Partnered with Snoqualmie Residential Home Owners Association to host a beloved and traditional, community event for Snoqualmie tweens/teens. Approx. 300 teens enjoyed searching and scrambling in the dark, on the Community Park soccer field, hunting for eggs, prizes, candy, pop and snacks. Game Truck and Hot Dog Food Truck rounded out the evening.

Bunny Hop Egg Hunt. Saturday, April 20th: Partnered with Snoqualmie Residential Home Owners Association to host a well-attended community event for children 2-12 years old. 10,000 eggs were swept up in mere minutes by Snoqualmie children at

Centennial Fields. The Bunny arrived on the Fire Truck to start the hunt and pose for photos.

Arbor and Earth Day Celebration: April 20th, 1-4pm. Coordination and collaboration with Phil Bennett, Parks Dept., and Gail Folkins, Communications, an educational and restorative event was enjoyed by a small, yet mighty group of citizens.

Community Outreach

Attended Chamber of Commerce luncheon, State of the City by Mayor Larson and Mayor Hearing.

Special Event Permit Process

12 Special Event Permits approved in April 2019