

ADMINISTRATION STAFF REPORT ADMINISTRATIVE SERVICES DIVISION

May 2019

Human Services Program

- ❖ Signed agreements continue to be 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.

Human Resources Division

- ❖ We are currently recruiting for the positions of Seasonal Parks and Public Works positions. Interested individuals can apply on GovJobsToday.com.
- ❖ Blaise Ungerman has been hired for the CIP Manager/Contract Administrator position. He began working for the City of Snoqualmie on Tuesday, May 28, 2019. Welcome Blaise!
- ❖ Interviews have been held for some of the Seasonal Parks and Public Works positions. Four candidates have been offered positions and started during the month of May and two candidates will begin work in June. Additional interviews are scheduled for June.
- ❖ Interviews were conducted for the Assistant Planner position. Reference checks were completed and an offer has been made to a candidate.
- ❖ An agenda bill has been created for the City of Snoqualmie and the Snoqualmie Police Association (SPA) tentative Collective Bargaining Agreement. This item will be on the Finance and Administration Council Committee agenda and then should move forward to Council for the June 10th Council meeting for approval.
- ❖ Assistant City Attorney applications and Management Analyst applications are currently under review. We will be moving forward in the recruitment process during the month of June.
- ❖ A Telecommuting policy was presented to the Finance and Administration Council Committee. A change was requested to be made to the resolution. This is currently under review by the City Attorney.
- ❖ Human Resources staff has met with IT staff, regarding the review of software needs for Human Resources and Finance.

General Information

- ❖ The Wellness Committee is working with a group of employees that are participating in a Pea Patch Wellness program. These employees have worked on pea patch plots by preparing the garden spaces and planting vegetables, amidst much laughter! Participants are using their collective strengths in this collaborative effort. This also allows for the employees to get some fresh air and have some healthy choices to eat once the bounty is ready. Many thanks to Joan Quade and Brendon Ecker for taking the lead on this program!

Events Program

Events and Outreach

- ❖ Working on coordination and marketing for upcoming summer events.
- ❖ Completed along with the collaboration of the Communications team, a *Summer in Snoqualmie* event insert to the month of May utility bill
- ❖ Completed the *Summer in Snoqualmie* marketing campaign, funded by LTAC:
 - 425 Magazine June edition ad

- Postcard mailer to Snoqualmie residents
- Poste, which will be displayed at 225 locations in the greater Puget Sound area

Community Outreach

- ❖ Attended Chamber of Commerce luncheon, Tourism Topic
- ❖ Attended Chamber of Commerce After Hours event, Dirt Fish
- ❖ Attended Downtown Merchants Meeting
- ❖ Attended Railroad Days meeting, as City liaison

Special Event Permit Process

- ❖ 21 Special Event Permits approved in May 2019