

**ADMINISTRATIVE SERVICES DEPARTMENT  
STAFF REPORT  
June 2019 Activities Reported in July 2019**

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Held Birthday & Anniversary Lunch at the Adventure Bowl bowling alley. Thank you, everyone, for coming!

## **HUMAN RESOURCES**

### **Recruitment Updates:**

- Assistant Planner – Dylan Gamble started on June 17
- Seasonal Park Employees: Three new employees started in June. An additional employee will start on July 3.  
A total of 7 seasonal employees were hired and all of the positions are filled.
- Director Vacancies – The Human Resources Department will be working on an RFQ to hire a recruitment firm to fill the IT Director and the Parks and Public Works Director positions.
- Parks Maintenance Worker – Human Resources will begin recruitment to fill two recent vacancies for the Parks Maintenance Worker positions.
- Assistant City Attorney – Interviews were conducted June 11 and 12.

Debbie Mills attended the National Society for Human Resources Management (SHRM) conference.

## **COMMUNICATIONS**

### **Projects**

- Responded to Fairway Place fire and distributed news through all City communications channels; gave media interviews on camera and by phone
- Promoted, prepared, and managed Community Meeting of June 9, 2019.  
Attendees = Approx. 88
- Mailed more than 100 welcome kits to new residents and businesses
- EMC Research public survey re: Snoqualmie Community Center expansion
  - Initial conversations between EMC Research and City of Snoqualmie
  - Agenda bill with MOU and SOW approved by Council (6/24/2019)
  - Survey questions developed and moving forward to F&A and Council
  - SVSD provided phone numbers of students' families per City's public records request to supplement voter phone numbers to reach enough survey responders to guarantee criteria of a scientific survey.
  - Next steps: Council discusses questions, survey calls begin approximately July 10, report to be provided by EMC Research to the City the week of July 29 or sooner
- New and updated webpages: [Tourism Plan](#); [Community Center](#); many others planned pending staff time availability, specifically Transportation Projects. If any Council Members would like updates to their bios on the website, please email Joan Pliego or Gail Folkins. (See page <http://www.ci.snoqualmie.wa.us/526/City-Council>.)

## News

- Quarterly newsletter included in utility bills (approximately 3,600 properties)
- Four editions of weekly City E-News – 724 subscribers
- News Releases Published
  - Interactive Element Is Emphasis at Community Meeting
  - Something New in the Air: Banners Honor Local Artist
  - The Snoqualmie River Still Runs Cold During Warm Days
  - Community Meeting Shows Resident Support for Expansion Project
  - Meadowbrook Bridge to Be Closed for an Inspection
  - City of Snoqualmie and Daniel Marcinko Announce Retirement from Director of Parks and Public Works Department
  - Snoqualmie City Council to Start Monday Meet & Greets

## Social Media

- Instagram – 1,219 ( up 3.3% since June 1)
- Facebook – 4,150 followers (up 3.4% since June 1)
- Twitter – 2,484 followers (up 1.4% since June 1)

## Special Meetings And Training

- Gail Folkins and Joan Pliego attended communications seminar regarding Smoke, Heat, and Wildfire Risk at the King County Emergency Coordinator Center; began wildfire communications campaign
- Joan Pliego continued training for Digital Communications Certification through Public Relations Society of America (PRSA)
- Joan Pliego participated in internal meetings to provide input on employee safety improvements.

## EVENTS & OUTREACH

### Skate Jam/Ribbon Cutting at the Snoqualmie Skate Park Saturday, June 8

Partnering with Joan Pliego, Communications Manager, the official grand opening of the newest Snoqualmie park was opened with fanfare and success!

- Activities included: Professional skate demos, Skate Like A Girl, a non-profit organization, provided teaching clinics for youth, music, prizes, t-shirt giveaways and pizza.
- More than 100 free helmets were provided to the public complimentary of the Police Department. The remaining helmets are now at the Fire Department and available to the public.
- VIP attendees at Skate Jam: Mayor Larson, Council Member Mayhew, Council Member Ross, Council Member Shepard, Washington State Recreation Conservation Office Board Member Mike Deller, Snoqualmie Valley YMCA Executive Director Nate Smith, YMCA of Greater Seattle Chief Operating Officer Marcia Isenberger, John Lockie (long-time advocate of for Snoqualmie Skate Park)
- Videos:  
Thank you to Lt. Kelly Gall for [video with drone footage](#), posted on YouTube and social media  
Hired videographer [video](#), posted on YouTube and social media

### **Community Meeting re: Potential Expansion of the Snoqualmie Community Center, Sunday, June 9**

Participated in the facilitation of the town hall meeting.

### **Big Truck Day, Thursday, June 27 – See photos on page 4.**

NEW event geared for children 1-10 years old. Big Trucks. Big Equipment, Big Fun. See. Touch. Sit. **400 + children/families** visited Centennial Park and spent the morning imagining themselves at the wheels. The “Hold the Horn” (Sensory Free Time) was implemented and appreciated by many.

Many thanks to our presenting sponsors, DirtFish and Encompass. Additional community partners/businesses that provided staff and vehicles: Snoqualmie Valley School District (school bus), King County Metro (30 ft. bus), Northwest Train Museum (Pettibone), Waste Management (garbage truck), Encompass (mobile therapy unit), KCLS (Book Mobile), Seattle Humane Society (Max Mobile, pet adoption), Police (truck and quad), Fire (truck and aid car), Parks and Public Works (mower, quad, mini excavator, chipper, sweeper), and DirtFish (tractor, grader, and rally car). Sweet Treats Cookie Dough, mobile unit.

### **Chalk the Block, Friday, June 28 – See photos on page 5.**

NEW event, an interactive art experience and on-the-spot art installations, during the Finally Friday Art & Wine Walk. River St. was a blank canvas, we supplied the chalk, the public supplied the creativity. Local artist, Barbara Seese Koefod, was on hand providing inspiration. Over 100+ adults and children participated.

### **Marketing**

- Ongoing marketing, social media promotion of community events

### **Community Outreach**

- Attended special meeting of the Snoqualmie Event and Parks Commission
- Attended Chamber of Commerce luncheon
- Attended Downtown Merchants Association meeting
- Attended Railroad Days meeting as City liaison
- Attended 4Culture meeting

### **Special Event Permit Process**

- 23 Special Event Permits processed in June 2019
- Facilitated Boeing Classic city-wide department, pre-event planning meeting

**BIG TRUCK DAY – JUNE 27**



**CHALK THE BLOCK – JUNE 28**

