



April 14, 2005

TO: Doug Baker, City Administrator  
FOR: City Council  
FROM: Eric Trimble, General Services Director  
RE: Status Report for General Services: **First Quarter, 2005**

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### **This Quarter's Highlights:**

**Civil Service:** Various employment and promotion lists were modified and/or developed to meet the needs of the police and fire departments. Regular Civil Service meetings were conducted. The Commission has reviewed and approved the removal of candidates who have failed background examinations during this quarter. Walt White was elected Civil Service Chair for 2005.

**Commute Trip Reduction:** The financial incentive program for Tumwater employees is underway. 21 employees have enrolled.

**Employee Benefits:** Research on the feasibility of adding a retirement health savings program resumed during this period.

**Labor Relations/Negotiations:** Negotiations on a new contract with the Tumwater Police Guild continue.

**Policy Maintenance/Development:** A modified assignment/return-to-work policy was written and implemented for use when an employee is injured on the job and released by their health care provider for "light duty".

**Recruitment/Selection:** This has been a very busy area this quarter for the department. Major recruitments included: Public Works Maintenance Worker; Public Works Engineer, Assistant Golf Course Superintendent; Building and Fire Safety Plans Examiner, and Accounting Assistant.

**Safety:** A modified assignment/return-to-work policy was written and implemented for use when an employee is injured on the job and released by their health care provider for "light duty".

### **Civil Service, ongoing work:**

1. Prepared monthly Civil Service agenda. Researched agenda items and participated in the meetings.
2. Carried out responsibilities of Chief Examiner by designing, conducting and/or monitoring various testing and hiring procedures as needed.

**Commute Trip Reduction, *ongoing work*:**

1. Promote the benefits of commute trip reduction to all city employees.
2. Attendance at Thurston County Coordinating Committee meetings. Efforts focus on maintaining the program despite reduced funding. Support from area partnerships are essential to the program.
3. Efforts follow the 2003-2005 scope of work and include a worksite cluster approach to commute trip reduction efforts, as well as a policy element involving all local jurisdictions.
4. CTR-affected worksites in Tumwater will have an opportunity to promote at least one transportation fair at which their employees can learn about commute alternatives.
5. Discussions and planning revolving around the 2005-2007 CTR program for Thurston County.

**Employee Benefit Programs, *ongoing work*:**

1. Various individual employees were counseled on benefit matters ranging from insurance coverage to enrollments.
2. Contacts were made to benefit providers to coordinate changes, gather information or to correct benefit problems.
3. Analyzed benefit proposals as needed.
4. Reviewed and made recommendations on requests for tuition reimbursement.
5. Managed two sick leave sharing requests during this period. Donation requests were sent to the respective department and donations to the employees will be utilized as the employees exhaust their own paid leave benefits.

**Employee Relations, *ongoing work*:**

1. Reviewed and documented monthly performance evaluations and authorized salary changes where appropriate.
2. Counseled supervisors on employee performance issues.
3. Coordinated pay issues related to annual salary steps and/or performance based salary awards.
4. Conducted exit interviews with departing employees as needed
5. Counseled employees and supervisors on human relations issues within departments.
6. Oriented new employees to City policies and/or benefits.

**Labor Relations/Negotiations, *ongoing work:***

1. Continued work on the South Puget Sound Labor Management Committee.
2. Met with the Police Guild to negotiate a new agreement. To date, few agreements have been made. Wages for 2005 have been the main item for discussion. All topics for negotiation are now on the table.
3. Eric attended labor negotiations training sponsored by WAPELRA (AWC). Focus was on labor management committees and unfair labor practices.

**Policy Maintenance/Development, *ongoing work:***

1. Developed and/or coordinated implementation of new and revised personnel and/or administrative policies as needed.
2. A modified assignment/return-to-work policy was written and implemented for use when an employee is injured on the job and released by their health care provider for "light duty".
3. Proposed revisions were drafted to combine the City's Telephone Use and Internet, E-mail, and Local Area Network Use policies.
4. Eric and Debbie are active in a local public personnel group known as LOTTIS (Lacey, Olympia, Tumwater, Thurston County, Intercity Transit, Shelton). This group meets quarterly to exchange ideas.

**Recruitment and Selection, *ongoing work:***

1. Seasonal/temporary positions generate a continuous recruitment for various positions throughout the City. All new employees are required to complete various employment forms, verifications, and benefits information (when applicable).
2. The log of recruitment activities by the General Services Department is included in an appendix to this report.
3. A summary of recruitments for open positions is as follows:

	<b>2005</b>	<b>2004</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>	<b>2000</b>
1 <sup>st</sup> Quarter	30	21	18	28	30	25
2 <sup>nd</sup> Quarter		19	34	55	46	64
3 <sup>rd</sup> Quarter		2	18	12	22	29
4 <sup>th</sup> Quarter		7	8	6	7	19
<b>TOTAL OPENINGS</b>		<b>44</b>	<b>76</b>	<b>76</b>	<b>105</b>	<b>111</b>

**Regulatory Compliance, *ongoing work:***

1. The General Services Director acts as the City's ADA Coordinator. Coordinating and interpreting ADA access issues with city staff and public as needed.
2. The General Services Director acts as the City's EEO Officer. Ongoing monitoring of cultural diversity sensitivity, EEO compliance, reporting and cultural diversity training requirements.
3. General Services Director maintains a liaison with the Thurston Council on Cultural Diversity and Human Rights.

**Safety Coordination, *ongoing work:***

1. The General Services Director acts as the City's Safety Coordinator.
2. Made arrangements and completed documentation pertaining to mandated drug and alcohol testing for commercial drivers.
3. Processed all incident and injury reports for the period.
4. Convened Central Safety Committee and provided staff support for monthly meeting.
5. Consulted with City staff on various safety issues, identified safety resources and made recommendations for compliance.
6. Annual and baseline hearing tests conducted for all employees occupationally exposed to noise.
7. Coordinated annual Hazardous Communication class for new employees.
8. Managed worker's compensation issues and coordinated with service provider, Comp Management.
9. Eric attended an update workshop on drug testing for commercial drivers. The workshop was sponsored by the City's drug testing provider.

**Telecommunications, *ongoing work:***

1. Right of Way Use Issues: Remain active in WATOA organization. With City Attorney, monitoring Comcast lack of response to utility tax on cable modem service. This issue is being litigated by other Washington cities.
2. Hears all complaints regarding cable television.
3. Participated with other City staff on the Zoomy project regarding fiber optic possibilities in Tumwater.
4. Participated with other City staff in assessing a proposed WSDOT fiber project collaboration.
5. Participated with other City staff in assessing a proposed wireless broadband collaboration.

**Tumwater TV, ongoing work:**

1. Coordination of programming and readerboard announcements continues. Ongoing coordination with TCTV to improve the variety of programming available on our channel. Staff at TCTV continue to do a great job of finding a variety of programming to air on the channel. The seniors at the Old Town Center also continue to provide videos of their senior choir performances for airing.
2. Readerboard call counts appear to have stabilized as the consistent programming on the channel, has become better know to the public and the readerboard gets less prime air time.
3. Eric attended a workshop / demonstration of technology for streaming our Tumwater TV programs on our website. Feasibility of purchasing such technology is being explored.
4. Eric attended a workshop / demonstration of modern readerboard technology that could be used on Tumwater TV. These systems have the advantage of being operated via the internet. Feasibility of purchasing such technology is being explored.

**Appendix:**

**2005 Recruitments  
 1<sup>st</sup> Quarter**

<b>No.</b>	<b>Title</b>	<b>Dept.</b>	<b>Reason for Vacancy</b>	<b>Date Opened</b>	<b>Status of Recruitment</b>	<b>Outcome</b>
04-44	Police Officer	Police	Retirement	12/15/04	Background check in prograess	Pending background results
05-01	Production Cook	Parks and Recreation	Status change	1/1/05	Completed	Hired David Gilfert
05-02	Seasonal Grounds	Golf Course	Rehire after seasonal shutdown	1/3/05	Completed	Re-hired Jeff Pratt
05-03	Seasonal Grounds	Golf Course	Rehire after seasonal shutdown	1/3/05	Completed	Re-hired Jesse Grummer
05-04	Secretary II	Police	Resignation from 2004	January 2005	Interviewing 2/4/05	
05-05	Public Works Engineer	Public Works	Resignation in 2004	1/16/05		
05-06	Asst. Golf Course Superintendent	Parks and Recreation	Resignation	1/16/05		
05-07	Building and Fire Safety Plans Examiner	Developm ent Services	New position	1/16/05	Closes 4/22/05	
05-08	Accounting Technician	Finance	Restructure from 2004 resignation	2/3/05	Decided not to fill position	(See Accounting Assistant)

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05-09	Seasonal Parks Worker	Facilities	Seasonal	2/16/05	Completed	Re-hired: Douglas Hamilton
05-10	Seasonal Parks Worker	Facilities	Seasonal	2/16/05	Completed	Re-hired: Brian Basara
05-11	Golf Shop Worker II	Golf Course	Seasonal	1/3/05	Completed	Re-hired: Jared Bouchey
05-12	Golf Shop Worker II	Golf Course	Seasonal	1/3/05	Completed	Re-hired: Chuck Johnson
05-13	Seasonal Grounds Worker II	Golf Course	Seasonal	1/3/05	Completed	Re-hired: Carl Williams
05-14	Seasonal Grounds Worker II	Golf Course	Seasonal	1/3/05	Completed	Re-hired: Dennis Jones
05-15	Golf Range Worker II	Golf Course	Seasonal	1/3/05	Completed	Re-hired: Jeremy Brenneis
05-16	Golf Range Worker II	Golf Course	Seasonal	1/3/05	Completed	Re-hired: Jimmy Morgan
05-17	Golf Range Worker II	Golf Course	Seasonal	1/3/05	Completed	Hired: Jacob Logsdon
05-18	Golf Shop Worker II	Golf Course	Seasonal	1/3/05	Completed	Hired: Stephen Frost
05-19	Seasonal Parks Worker	Facilities	Seasonal	2/16/05	Completed	Re-hired: David Blevins
05-20	Seasonal Parks Worker	Facilities	Seasonal	2/16/05	Completed	Re-hired: Keith Roberts
05-21	Seasonal Parks Worker	Facilities	Seasonal	2/16/05	Completed	Re-hired: Matthew Ames
05-22	Seasonal Grounds Worker II On-call	Golf Course	Seasonal	1/3/05	Completed	Re-hired: James Farler
05-23	Maintenance Worker	Public Works	Retirement	2/27/05	Testing 3/26/05	
05-24	Maintenance Worker	Public Works	Promotion	2/27/05	Testing 3/26/05	
05-25	Daycamp Counselor	Parks and Recreation	Seasonal	3/22/05	Completed	Re-hired: Anna LaFond
05-26	Daycamp Counselor	Parks and Recreation	Seasonal	3/22/05	Completed	Re-hired: Kaylene Breuer
05-27	Spring Break Counselor	Parks and Recreation	Seasonal	3/22/05	Completed	Re-hired: Colleen Dixon
05-28	Daycamp Supervisor	Parks and Recreation	Seasonal	3/22/05	Completed	Re-hired: Gregory Johnson
05-29	Accounting Assistant	Finance	Restructure from 2004 resignation	3/20/05	Closed 4/1/05	
05-30	Summer Daycamp Counselor	Parks and Recreation	Seasonal	3/20/05	Completed	Re-hired: Erin Foran