



April 13, 2006

TO: Doug Baker, City Administrator  
FOR: City Council  
FROM: Eric Trimble, General Services Director  
RE: Status Report for General Services: **First Quarter, 2006**

<b>This Quarter's Highlights from General Services</b> .....	<b>Page 2</b>
Civil Service ( <i>ongoing</i> ).....	Page 2
Commute Trip Reduction ( <i>ongoing</i> ).....	Page 2
Employee Benefit Programs ( <i>ongoing</i> ).....	Page 3
Employee Relations ( <i>ongoing</i> ).....	Page 3
Labor Relations/Negotiations ( <i>ongoing</i> ).....	Page 3
Policy Maintenance/Development ( <i>ongoing</i> ).....	Page 3
Recruitment/Selection ( <i>ongoing</i> ).....	Page 4
Regulatory Compliance ( <i>ongoing</i> ).....	Page 4
Safety Coordination ( <i>ongoing</i> ).....	Page 4
Telecommunications ( <i>ongoing</i> ).....	Page 5
Tumwater TV ( <i>ongoing</i> ).....	Page 5
Appendix (recruitment activities).....	

### **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. An oral board examination for entry police officers was conducted and the results were presented to and approved by the Commission.

**Commute Trip Reduction:** The City of Tumwater is planning to participate in a Commute Trip Reduction Fair at the new Attorney General's Office on Cleanwater Lane in April.

**Employee Benefits:** A busy quarter for employee benefits with several new employees in the new year and many changes in families that necessitated benefit changes.

**Labor Relations/Negotiations:** After consultation with the Mayor and the Council, negotiations with the Tumwater Firefighters began during this quarter. To date, four meetings have been conducted.

**Policy Maintenance/Development:** Updated harassment policy to ensure compliance with new state law.

**Recruitment/Selection:** This continues to be a very busy area for the department. Major recruitments included: Building and Fire Safety Inspector, Secretary I, Assistant Golf Professionals, Mechanic, and several internal promotions and transfers.

**Safety:** The City's Safety Handbook, which is provided to each new employee, is being reviewed and updated.

### **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.
3. Entry level police officer hiring list was updated.

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

1. Promote the benefits of commute trip reduction to all city employees.
2. Manage the financial incentive program for city employees.
3. At the jurisdictional level, The Thurston County Coordinating Committee continues discussions and planning revolving around the 2005-2007 CTR program for Thurston County. Support from area partnerships are essential to the program.

**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.

**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. Began negotiations on a new contract with the Tumwater Firefighters.
3. Assisted with resolution of a pay dispute between the City and some Teamster members.

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

1. Developed and/or coordinated implementation of new and revised personnel and/or administrative policies as needed.
2. 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>2006</b>	<b>2005</b>	<b>2004</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>
1 <sup>st</sup> Quarter	34	30	21	18	28	30
2 <sup>nd</sup> Quarter		33	19	34	55	46
3 <sup>rd</sup> Quarter		21	2	18	12	22
4 <sup>th</sup> Quarter		18	7	8	6	7
<b>TOTAL OPENINGS</b>		<b>83</b>	<b>44</b>	<b>76</b>	<b>76</b>	<b>105</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. Training for supervisors was offered during this period as well.
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. Managed worker's compensation issues and coordinated with service provider, Comp Management.

**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 and responds to all complaints regarding cable television.
3. Met with Comcast to discuss improvements in their approach to work in our right of ways.
4. Worked with Comcast in response to requested cable service on Bush Mountain.
5. Eric Trimble has participated with staff from Olympia, Thurston County and Lacey in a joint franchise renewal process. An RFP for a cable consultant was issued and firms were interviewed. Consultant selection is imminent. The current franchise expires in November, 2006.

**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.

**Appendix:**

**2006 Recruitments  
 1<sup>st</sup> Quarter**

No.	Title	Dept.	Reason for Vacancy	Date Opened	Status of Recruitment	Outcome
05-79	Police Officer	Police	Promotion	11/2/05	In progress	
06-001	Building Inspector	Development Services	New position	1/20/06	Complete	Hired Gary Allison
06-002	Secretary I	Fire	Part of unfrozen position	1/6/06	Complete	Hired Denise Peace
06-003	Information Services Specialist	Finance	New position	1/13/06	Closed 2/10/06	
06-004	Seasonal Grounds Worker	Parks and Recreation	Seasonal	1/1/06	Completed	Rehired: Carl Williams
06-005	Seasonal Grounds Worker	Parks and Recreation	Seasonal	1/1/06	Completed	Rehired: Richard Randall
06-006	Seasonal Grounds Worker	Parks and Recreation	Seasonal	1/1/06	Completed	Rehired: Jacob Drewry
06-007	Range Worker	Parks and	Seasonal	1/1/06	Completed	Rehired: Earl

**Page 6**  
**General Services Quarterly Report**  
 April 11, 2006

		Recreation				Gerlach
06-008	Range Worker	Parks and Recreation	Seasonal	1/1/06	Completed	Rehired: Charles Johnson
			<b>Reason for Vacancy</b>	<b>Date Opened</b>	<b>Status of Recruitment</b>	<b>Outcome</b>
06-009	Range Worker	Parks and Recreation	Seasonal	1/1/06	Completed	Rehired: Jared Bouchey
06-010	Range Worker	Parks and Recreation	Seasonal	1/1/06	Completed	Rehired: Jacob Logsdon
06-011	Range Worker	Parks and Recreation	Seasonal	1/1/06	Completed	Rehired: Stephen Frost
06-012	Winter Camp	Parks and Recreation	Seasonal	1/1/06	Completed	Rehired: Gregory Johnson
06-013	Gym Monitor	Parks and Recreation	Seasonal	1/1/06	Completed	Hired: Megan Neumeyer
06-014	Computer Support Specialist	Finance	Temporary	1/1/06	Completed	Hired Matt Ames
06-015	Assistant Golf Professional	Parks and Recreation	Employee resignation	2/10/06	Completed	Hired Jared Bouchey
06-016	Assistant Golf Professional	Parks and Recreation	Restructure-new position	2/10/06	Completed	Hired Kris Swanson
06-017	Museum Assistant	Planning and Facilities	Employee resignation	2/21/06	Completed	Hired Lynn Risenhoover
06-018	Temporary Grounds Worker	Facilities	Seasonal (1 of 9)	3/1/06	Completed	Rehired: Douglas Hamilton
06-019	Temporary Grounds Worker	Facilities	Seasonal (2 of 9)	3/1/06	Completed	Hired: Sandra Coyle
06-020	Temporary Grounds Worker	Facilities	Seasonal (3 of 9)	3/1/06	Completed	Hired: Matthew Bachmeier
06-021	Temporary Grounds Worker	Facilities	Seasonal (4 of 9)	3/1/06		
06-022	Temporary Grounds Worker	Facilities	Seasonal (5 of 9)	3/1/06		
06-023	Temporary Grounds Worker	Facilities	Seasonal (6 of 9)	3/1/06		
06-024	Temporary Grounds Worker	Facilities	Seasonal (7 of 9)	3/1/06		
06-025	Temporary Grounds Worker	Facilities	Seasonal (8 of 9)	3/1/06		
06-026	Temporary Grounds Worker	Facilities	Seasonal (9 of 9)	3/1/06		
06-027	Spring Break Daycamp Counselor	Parks and Recreation	Seasonal Camp	3/6/06	Completed	Hired: Osha Sempel
06-028	Spring Break Daycamp Counselor	Parks and Recreation	Seasonal Camp	3/6/06	Completed	Hired: Kevin Thrasher
06-029	Spring Break Daycamp Counselor	Parks and Recreation	Seasonal Camp	3/6/06	Completed	Hired: Meghan Van Haren

**Page 7**  
**General Services Quarterly Report**  
 April 11, 2006

06-030	Golf Range Worker	Parks and Recreation	Promotion	3/6/06	Completed	Hired: Johnny Munez
06-031	Golf Range Worker	Parks and Recreation	Promotion	3/6/06	Completed	Hired: Stephen Glenn
			<b>Reason for Vacancy</b>	<b>Date Opened</b>	<b>Status of Recruitment</b>	<b>Outcome</b>
06-032	Seasonal Grounds Worker	Parks and Recreation	Seasonal	3/24/06	Completed	Hired: John Jenson
06-033	Mechanic	Public Works	Transfer	3/24/06	Closes 4/7/06	
06-034	Spring Break Daycamp Supervisor	Parks and Recreation	Seasonal Camp	3/6/06	Completed	Rehired: Gregory Johnson