



July 14, 2005

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

This Quarter's Highlights from General Services	Page 2
Civil Service (<i>ongoing</i>).....	Page 2
Commute Trip Reduction (<i>ongoing</i>).....	Page 3
Employee Benefit Programs (<i>ongoing</i>).....	Page 3
Employee Relations (<i>ongoing</i>).....	Page 3
Labor Relations/Negotiations (<i>ongoing</i>).....	Page 4
Policy Maintenance/Development (<i>ongoing</i>).....	Page 4
Recruitment/Selection (<i>ongoing</i>).....	Page 4
Regulatory Compliance (<i>ongoing</i>).....	Page 5
Safety Coordination (<i>ongoing</i>).....	Page 5
Telecommunications (<i>ongoing</i>).....	Page 5
Tumwater TV (<i>ongoing</i>).....	Page 6
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 unusual request for a voluntary reversion from a management position to a union position in the fire department generated some discussion before the commission during this period.

Commute Trip Reduction: The financial incentive program for Tumwater employees continues. Enrollment and participation remains steady. The state's biennial survey was completed this quarter.

Employee Benefits: Research on the feasibility of adding a retirement health savings program continued. Informational sessions will occur in July.

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

Policy Maintenance/Development: Computer and telephone use policies were merged into an information technology policy. Revisions were made to various benefit sections to equalize treatment of spouses and domestic partners.

Recruitment/Selection: This continues to be a very busy area for the department. Major recruitments included: Public Works Maintenance Worker; Public Works Engineer, Assistant Golf Course Superintendent; Secretary II, Building and Fire Safety Plans Examiner, and Accounting Assistant.

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 one sick leave sharing request during this period. Donation requests were sent to the respective department and donations to the employee will be utilized as the employee exhausts his/her 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. Updated class specifications for computer positions in the city.
7. 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. Little progress has been made during this period. The Guild is using the time to collect salary information.

Policy Maintenance/Development, *ongoing work:*

1. Developed and/or coordinated implementation of new and revised personnel and/or administrative policies as needed.
2. Revisions were made, routed for comment and implemented to combine the City's Telephone Use and Internet, E-mail, and Local Area Network Use policies.
3. Revisions were made to equalize treatment of domestic partners and spouses in various benefit areas, primarily bereavement leave and Family Care Leave.
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:

	2005	2004	2003	2002	2001	2000
1 st Quarter	30	21	18	28	30	25
2 nd Quarter	33	19	34	55	46	64
3 rd Quarter		2	18	12	22	29
4 th Quarter		7	8	6	7	19
TOTAL OPENINGS		44	76	76	105	111

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. Coordinated annual Hazardous Communication class for new employees.
8. 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 all complaints regarding cable television.
3. Participated with other City staff in assessing a proposed WSDOT fiber project collaboration.
4. Participated with other City staff in assessing two proposed wireless broadband collaborations.
5. Attended a WATOA sponsored conference on wireless communication systems.
Made related recommendations to the city administrator.

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.

Appendix:

**2005 Recruitments
 1st Quarter**

No.	Title	Dept.	Reason for Vacancy	Date Opened	Status of Recruitment	Outcome
04-44	Police Officer	Police	Retirement	12/15/04	Completed 4/4/05	Hired Charles Liska
05-04	Secretary II	Police	Resignation from 2004	January 2005	Interviewed	
05-05	Public Works Engineer	Public Works	Resignation in 2004	1/16/05	Complete	Hired Eric Christensen
05-06	Asst. Golf Course Superintendent	Parks and Recreation	Resignation	1/16/05	Complete	Hired Dwane Ehrich
05-07	Building and Fire Safety Plans Examiner	Development Services	New position	1/16/05	Interviewed.	
05-23	Maintenance Worker	Public Works	Retirement	2/27/05	Completed	Hired Pat Thompson
05-24	Maintenance Worker	Public Works	Promotion	2/27/05	Completed	Hired Dan Dafoe
05-29	Accounting Assistant	Finance	Restructure from 2004 resignation	3/20/05	Completed	Hired Debby Ferrell
05-31	Spring Daycamp Counselor	Parks and Recreation	Seasonal	4/4/05	Completed	Hired Christine Vo
05-32	Grounds Worker II	Golf Course	Seasonal	3/30/05	Completed	Hired: Jacob Drewry
05-33	Grounds Worker II	Golf Course	Seasonal	3/30/05	Completed	Hired: Patrick Irick
05-34	Recreation Program Aide	Old Town Center	Resignation	3/16/05	Completed	Hired: Dorion Jablonski
05-35	Police Officer	Police	Resignation	4/1/05	Conditional offer extended	
05-36	Utility Supervisor	Public Works – Operations	Retirement	04/18/05	Completed	Hired Steve Craig

Page 7
General Services Quarterly Report
 July 14, 2005

05-37	Lead Worker(Street)	Public Works – Operations	Retirement	06/01/05	Interviewed	
05-38	Lead Worker (Water)	Public Works – Operations	Promotion	06/01/05	Interviewed	
05-38	Golf Range Worker II	Golf Course	Seasonal	1/3/05	Completed	Hired: Jason Tirrell
05-39	Golf Range Worker II	Golf Course	Seasonal	1/3/05	Completed	Hired: Bret Spath
05-40	Maintenance Worker	Public Works	Promotion	2/27/05	Completed	Hired Mike Schultz
05-41	Grounds Worker II	Golf Course	Seasonal	3/30/05	Completed	Hired: Joshua Jolley
05-42	Seasonal Parks Worker	Facilities	Seasonal	2/16/05	Completed	Re-hired: Joshua Klimek
05-43	Seasonal Maintenance Worker	Public Works	Seasonal	5/18/05	Completed	Rehired Alycia Mihalyi
05-44	Seasonal Maintenance Worker	Public Works	Seasonal	5/18/05	Completed	Hired: Michael Mobbs
05-45	Seasonal Maintenance Worker	Public Works	Seasonal	5/18/05	Completed	Hired: Brian Norman
05-46	Seasonal Maintenance Worker	Public Works	Seasonal	5/18/05	Completed	Hired: Michael Erickson
05-47	Seasonal Maintenance Worker	Public Works	Seasonal	5/18/05	Completed	Hired: Ryan Johnston
05-48	Summer Daycamp Counselor	Parks and Recreation	Seasonal	3/20/05	Completed	Re-hired: Katie Ritter
05-49	Summer Daycamp Counselor	Parks and Recreation	Seasonal	3/20/05	Completed	Re-hired: Kya Miller
05-50	Summer Daycamp Counselor	Parks and Recreation	Seasonal	3/20/05	Completed	Re-hired: Christine Vo
05-51	Maintenance Co-Op Worker	Public Works	Seasonal	5/1/05	Completed	Hired Sonya Matthes
05-52	Intern	Parks and Recreation	Temporary	6/14/05	Completed	Hired: Sheena Prante
05-53	Grounds Worker	Golf Course	Seasonal	3/30/05	Completed	Hired: Ivan Gunderson
05-54	Golf Shop Worker II	Golf Course	Seasonal	6/10/05	Completed	Hired: Ann Wikstrom