



July 13, 2006

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

This Quarter's Highlights from General Services	Page 2
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. Research and presentation of information regarding the "rule of six" in hiring.

Commute Trip Reduction: The City of Tumwater participated in planning and promoting a Commute Trip Reduction Fair which was held 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 this quarter. A new Employee Assistance Program (EAP) was promoted at the end of the quarter.

Labor Relations/Negotiations: After consultation with the Mayor and the Council, negotiations with the Tumwater Firefighters have continued during this quarter. Several negotiation meetings have been held to date.

Policy Maintenance/Development: Developed and distributed policy on Emergency Planning. Updated policy on Hazard Communication.

Recruitment/Selection: This continues to be a very busy area for the department. Major recruitments included: Mechanic, City Attorney, Fire Chief, several internal promotions and transfers, and the height of our seasonal recruitment.

Safety: The General Services Department hosted a city-wide hazard communication training class and began conducting new employee HazCom training this quarter.

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 work implementing 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.
4. Human Resources Officer Debbie Lund attended the National League of Cities Conference in Monterey, California, as part of her position as a member of the AWC Employee Benefits Advisory Committee.

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. Continued negotiations on a new contract with the Tumwater Firefighters.

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:

	2006	2005	2004	2003	2002	2001
1 st Quarter	34	30	21	18	28	30
2 nd Quarter	37	33	19	34	55	46
3 rd Quarter		21	2	18	12	22
4 th Quarter		18	7	8	6	7
TOTAL OPENINGS		83	44	76	76	105

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. Eric has acted as a temporary city representative on the TCTV Board of Directors throughout 2006. In the interim, Eric has recruited a replacement for the City Board representative. Mark Sullivan has been appointed by the Mayor and confirmed by Council for this job. Congratulations, Mark!
4. 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 but staff is monitoring current federal legislative proposals before launching a consultant relationship. 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
 2nd Quarter**

No.	Title	Dept.	Reason for Vacancy	Date Opened	Status of Recruitment	Outcome
05-79	Police Officer	Police	Promotion	11/2/05	In progress	
06-003	Information Services Specialist	Finance	New position	1/13/06	Decided not to fill; restructuring	
06-021	Temporary Grounds Worker	Facilities	Seasonal (4 of 9)	3/1/06	Complete	Hired: Dennis Jones
06-022	Temporary Grounds Worker	Facilities	Seasonal (5 of 9)	3/1/06	Complete	Hired: Bill Burroff
06-023	Temporary Grounds Worker	Facilities	Seasonal (6 of 9)	3/1/06	Complete	Hired: Amanda Beagle
06-024	Temporary Grounds Worker	Facilities	Seasonal (7 of 9)	3/1/06	Complete	Rehired: Joshua Klimek
06-025	Temporary	Facilities	Seasonal (8 of 9)	3/1/06	Complete	Hired: Jesse

Page 6
General Services Quarterly Report
 July 13, 2006

	Grounds Worker		9)			Smith
06-026	Temporary Grounds Worker	Facilities	Seasonal (9 of 9)	3/1/06	Complete	Hired: Christin Clawson
06-033	Mechanic	Public Works	Transfer	3/24/06	Completed	Hired Steven Lohrengel
06-035	PW Summer Hire	Public Works	Seasonal	4/1/06	Completed	Rehired: Michael Erickson
06-036	PW Summer Hire	Public Works	Seasonal	4/1/06	Completed	Rehired: Brian Norman
06-037	PW Summer Hire	Public Works	Seasonal	4/20/06	Completed	Rehired: Ryan Johnston
06-038	PW Summer Hire	Public Works	Seasonal	4/20/06	Completed	Hired: Peter Felt
06-039	Maintenance Worker (Internal)	Public Works	Resignation	4/21/06	Completed	Hired Josh Simmons
06-040	Maintenance Co-op Worker	Public Works	Seasonal	4/10/06	Completed	Hired Surur Benmusa
06-041	Grounds Worker	Golf Course	Seasonal	5/1/06	Completed	Rehired: Jimmy Morgan
06-042	Grounds Worker	Golf Course	Seasonal	5/1/06	Completed	Hired: Oscar Olson
06-043	Grounds Worker	Golf Course	Seasonal	5/1/06	Completed	Hired: James Cashman
06-044	Information Services Assistant	Finance	Reorganization of unfilled position	5/2/06	Complete	Hired Matt Ames
06-045	Museum Assistant	Planning and Facilities	Seasonal	5/2/06	Complete	Rehired: Charon MacDonald
06-046	Police Officer	Police	Resignation	5/3/06	In Progress	
06-047	Project Maintenance Worker	Public Works	Project	5/19/06	Completed	Hired Mike Erickson
06-048	Project Maintenance Worker	Public Works	Project	5/19/06	Completed	Hired Mike Shotswell
06-049	PW Summer Hire	Public Works	Seasonal	4/20/06	Completed	Hired: Brandon Cooper
06-050	Water Resources Program Manager	Public Works	Resignation	6/1/06	Completed	Promoted Dan Smith
06-051	Summer Daycamp Counselor	Parks and Recreation	Seasonal	6/7/06	Completed	Hired: Alisa Tobin
06-052	Summer Daycamp Counselor	Parks and Recreation	Seasonal	6/7/06	Completed	Hired: Dannielle Beebe
06-053	Summer Daycamp Counselor	Parks and Recreation	Seasonal	6/7/06	Completed	Hired: Erin Arai
06-054	Golf Shop Worker	Parks and Recreation	Seasonal	6/14/06	Completed	Rehired: Aaron Hare
06-055	Museum Assistant	Planning and Facilities	Seasonal	6/14/06	Completed	Hired: Samuel Smallidge
06-056	Summer Daycamp	Parks and	Seasonal	6/7/06	Completed	Rehired: Katie

Page 7
General Services Quarterly Report
 July 13, 2006

	Counselor	Recreation				Miller
06-057	Summer Daycamp Counselor	Parks and Recreation	Seasonal	6/7/06	Completed	Rehired: Amy Longmire
06-058	Summer Daycamp Counselor	Parks and Recreation	Seasonal	6/7/06	Completed	Hired: Kya Miller
06-059	City Attorney	Legal	Resignation	6/16/06	In progress	
06-060	Fire Chief	Fire	Retirement	06/21/06	Closes 7/21/06	
06-061	Golf Shop Worker	Parks and Recreation	Seasonal	6/14/06	Completed	Rehired: Ann Wikstrom
06-062	PW Summer Hire	Public Works	Seasonal	7/11/06	Completed	Hired: Nathan Wright