



July 10, 2007

TO: Doug Baker, City Administrator

FOR: City Council

FROM: Eric Trimble, General Services Director

RE: Status Report for General Services: **Second Quarter, 2007**

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This Quarter's Highlights:

Civil Service: The promotion of the Assistant Chief to Chief has necessitated additional examinations. Fire Captain Jim McGarva was selected as Assistant Chief. Brian Hurley was promoted to McGarva's former Captain slot and Hurley's Lieutenant position was filled by the promotion of Jeff Jernigan. Jernigan's vacant firefighter position is in the process of being filled by a lateral recruit as this report is being written.

Labor Relations/Negotiations: Negotiations with the Police Guild on 2007 salary negotiations were concluded successfully following an executive session with the Council on salary increases.

Policy Maintenance/Development: Some housekeeping changes were made to Section 1, Introduction, of the Personnel Policies.

Recruitment/Selection: This has remained a very busy part of the General Services Department this quarter. Larger recruitment efforts included lateral firefighter, maintenance worker, and Public Works Operations Manager.

Safety: In compliance with an emergency adoption of new safety standards by the Washington Department of Labor and Industries, a policy related to outdoor heat exposure was drafted for City employees.

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. Of note during this quarter was the design and conduct of our first lateral Firefighter recruitment.

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.

Employee Benefit Programs, *ongoing work:*

1. Various individual employees were counseled on benefit matters ranging from insurance coverage to enrollments, especially during the open enrollment period.
2. Contacts were made to benefit providers to coordinate changes, gather information or to correct benefit problems.
3. Coordinated sick leave donations for an employee needing donated leave time.

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. Concluded negotiations with the Tumwater Police Guild on 2007 salaries and implemented settlement.

Policy Maintenance/Development, *ongoing work*:

1. Developed and/or coordinated implementation of new and revised personnel and/or administrative policies as needed.
2. A housekeeping edit was made to City personnel policies regarding the use of vacation during probation.
3. In compliance with an emergency adoption of new safety standards by the Washington Department of Labor and Industries, a policy related to outdoor heat exposure was drafted for City employees.
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:

	2007	2006	2005	2004	2003	2002
1 st Quarter	41	34	30	21	18	28
2 nd Quarter	33	37	33	19	34	55
3 rd Quarter		21	21	2	18	12
4 th Quarter		17	18	7	8	6
TOTAL OPENINGS		88	83	44	76	76

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.
4. General Service Department has been designated as the responsible party for Title VI Non-discrimination compliance within the City of Tumwater. A new operating policy related to this compliance effort has been put in place by the Department.

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.
8. Continue to work with one department in coordinating return-to-work/light duty assignment for worker returning from on-the-job injury.
9. In compliance with an emergency adoption of new safety standards by the Washington Department of Labor and Industries, a policy related to outdoor heat exposure was drafted for City employees.

Telecommunications, *ongoing work:*

1. Right of Way Use Issues: Remain active in WATOA organization. Attended WATOA quarterly meeting to hear status of pending FCC ruling which negatively effects municipal franchising.
2. Hears and responds to all complaints regarding cable television.
3. Eric Trimble has participated with staff from Olympia, Thurston County and Lacey in a joint franchise renewal process. During this quarter, the intergovernmental agreement allowing this cooperation was extended by the Council until the end of 2008. A financial and technical review of our system has been completed. A renewal proposal for COMCAST is now being prepared by the jurisdictions in cooperation with our consultant, Ken Fellman.

Tumwater TV, *ongoing work:*

1. Coordination of programming 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 programs to air on the channel.

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Appendix:

2007 Recruitments
1st Quarter

No.	Title	Dept.	Reason for Vacancy	Date Opened	Status of Recruitment	Outcome
05-79	Police Officer	Police	Promotion	11/2/05	In progress	Hired Jasen Raphael
06-046	Police Officer	Police	Resignation	5/3/06	In Progress	
06-078	Police Chief	Police	Retirement	10/6/06	In progress	
07-019	Summer Daycamp Counselor	Parks and Recreation	Seasonal	2/23/07	Closes when filled	Rehired: Kevin Thrasher
07-020	Summer Daycamp Counselor	Parks and Recreation	Seasonal	2/23/07	Closes when filled	Hired: Kyle Haag
07-021	Summer Daycamp Counselor	Parks and Recreation	Seasonal	2/23/07	Closes when filled	Hired: Bethany Limpach
07-022	Summer Daycamp Counselor	Parks and Recreation	Seasonal	2/23/07	Closes when filled	Hired: Jean Huntley
07-026	Fire Lieutenant	Fire	Promotion	3/7/07	Completed	Promoted Jeff Jernigan
07-030	Grounds Worker	Golf Course	Seasonal	2/28/07	Complete	Hired: Josh North
07-031	Grounds Worker	Golf Course	Seasonal	2/28/07	Complete	Rehired: Christin Clawson
07-032	Grounds Worker	Golf Course	Seasonal	2/28/07	Complete	Hired: Steven Olson
07-033	Secretary II	Development Services	New position	3/7/07	Complete	Hired Marsha Ammons
07-034	Recreation Activities Aide	Parks and Recreation	Resignation	3/7/07	Complete	Hired Megan Deming
07-038	Golf Shop Worker	Golf Course	Seasonal	3/7/07	Complete	Hired: Stacie Henden
07-039	Maintenance Worker	Public Works	New position	4/27/07	Complete	Hired Michael Erickson
07-040	Maintenance Worker	Public Works	New position	4/27/07	Complete	Hired Dennis Ashe
07-041	Management Intern	Administration	Temporary	4/27/07	Complete	Hired Andrew Deffobis
07-042	PW Seasonal Maintenance	Public Works	Seasonal	5/7/07	Complete	Rehired: Peter Felt
07-043	PW Seasonal Maintenance	Public Works	Seasonal	5/7/07	Complete	Rehired: Brian Norman
07-044	PW Seasonal Maintenance	Public Works	Seasonal	5/7/07	Complete	Hired: Rourke Buechel
07-045	PW Seasonal Maintenance	Public Works	Seasonal	5/7/07	Complete	Hired: Ryan Miller

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No.	Title	Dept.	Reason for Vacancy	Date Opened	Status of Recruitment	Outcome
07-046	Lateral Firefighter	Fire	Promotion	5/8/07	Complete	Hired Ken Goldsby
07-047	PW Seasonal Co-op Maintenance	Public Works	Seasonal	5/21/07	Complete	Hired Derek Graham
07-048	Grounds Worker	Golf Course	Resignation	5/31/07	Complete	Hired: Jesse Schleich
07-049	Seasonal Range Worker	Parks and Recreation	Seasonal	5/31/07	Complete	Hired: Jessica Ditto
07-050	Seasonal Range Worker	Parks and Recreation	Seasonal	5/31/07	Complete	Hired: Carter Schick
07-051	Gym Monitor	Parks and Recreation	Seasonal	5/31/07	Complete	Hired: Katlyn Hinkle
07-052	Grounds Worker	Golf Course	Seasonal	2/28/07	Complete	Hired: Barbara Howe
07-053	Public Works Operations Manager	Public Works	Retirement	06/08/07	Closed 06/22/07	
07-054	Seasonal Parks Worker	Facilities	Seasonal	06/15/07	Complete	Hired: Cody Scharber
07-055	Summer Daycamp Counselor	Parks and Recreation	Another employee unable to work	06/19/07	Complete	Rehired Matt Mueller
07-056	Grounds Worker	Golf Course	Seasonal	6/25/07	Complete	Hired: Kelsey Ivey
07-057	Seasonal Parks Worker	Facilities	Seasonal	06/15/07	Complete	Hired: Kylene Osberg