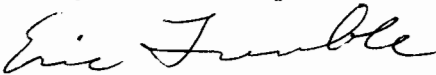




October 12, 2005

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

This Quarter's Highlights from General Services..... Page 2

Civil Service (*ongoing*)..... Page 2

Commute Trip Reduction (*ongoing*) Page 3

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Safety Coordination (*ongoing*)..... Page 5

Telecommunications (*ongoing*) Page 5

Tumwater TV (*ongoing*)..... 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. Eric Trimble and Commission Chair Walter White attended the annual Civil Service Conference in Yakima in September.

Commute Trip Reduction: The financial incentive program for Tumwater employees continues. Enrollment and participation remains steady. Biennial survey results were received and the City has improved over the 2003 survey.

Employee Benefits: Research and planning for the addition of a retirement health savings program. Employees will vote in late October and early November to decide if this program should be implemented.

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

Policy Maintenance/Development: Minor revisions to policy to reflect a change from salary to hourly for part-time employees. Draft policy written in preparation for vote on retirement health savings program benefit.

Recruitment/Selection: This continues to be a very busy area for the department. Major recruitments included: Secretary II, Building and Fire Safety Plans Examiner, Police Officer, and Information Services Technician.

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. Attended annual civil service conference in Yakima in September. Attended annual update by Publicsafetystesting.com in Burien.

Commuter 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. A weekly e-mail newsletter is distributed with reminders about benefits and other policies of the City.

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. Consulted with City Council on status of negotiations.

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 remove part-time employees from formal flex time policy.
3. 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	21	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 First Aid/CPR class for employees needing recertification.
8. Managed worker's compensation issues and coordinated with service provider, Comp Management.
9. Debbie Lund attended the Governor's Safety and Health Conference in Tacoma.

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 two proposed wireless broadband collaborations.
4. Attended a WATOA sponsored conference on wireless communication systems.
5. Eric Trimble has been meeting with staff from Olympia, Thurston County and Lacey to formulate a combined approach to a new Comcast TV franchise. The current franchise expires in November, 2006.

6. Made related recommendations to the city administrator.
7. Eric Trimble attended a workshop sponsored by TCTV regarding the pending federal legislation that would essentially remove local franchises for cable tv and replace them with a federal system. Eric also drafted a letter on this subject to Senators Cantwell and Murray which was issued by Mayor Osgood.

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
 3rd Quarter**

No.	Title	Dept.	Reason for Vacancy	Date Opened	Status of Recruitment	Outcome
05-04	Secretary II	Police	Resignation from 2004	January 2005	Completed	Hired Jennifer Heath
05-07	Building and Fire Safety Plans Examiner	Development Services	New position	1/16/05; re-opened 09/06/05	Offer to candidate, offer declined.	
05-35	Police Officer	Police	Resignation	4/1/05	Completed	Hired Josh Simmons
05-37	<i>Lead Worker(Street)</i>	Public Works – Operations	Retirement	06/01/05	Interviewed	Position restructured.
05-38	<i>Lead Worker (Water)</i>	Public Works – Operations	Promotion	06/01/05	Completed	Hired Rod Warren
05-55	Golf Shop Worker II	Golf Course	Seasonal	6/10/05	Completed	Hired: Jeff Sego
05-56	Festival Assistant	Planning and Facilities	Seasonal	7/8/05	Completed	Hired: Angelica Adams
05-57	Grounds Worker II	Golf Course	Seasonal	3/30/05	Completed	Re-Hired: Richard Randall
05-58	Information Services Tech	Finance	Promotion	8/9/05	Completed	Hired Lance Inman
05-59	Skilled Maintenance Worker	Public Works	Reorganization	8/31/05	Closes 9/12	

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05-60	Skilled Maintenance Worker	Public Works	Reorganization	8/31/05	Closes 9/12	
05-61	Skilled Maintenance Worker	Public Works	Reorganization	8/31/05	Closes 9/12	
05-62	Skilled Maintenance Worker	Public Works	Reorganization			
05-63	Gym Monitor	Parks and Recreation	Seasonal	8/31/05	Completed	Re-Hired: Kaitlyn Shrove
05-64	Harvest Festival Worker	Planning and Facilities	Temporary Weekend Help	9/19/05	Completed	Re-Hired: Charon MacDonald
05-65	Harvest Festival Worker	Planning and Facilities	Temporary Weekend Help	9/19/05	Completed	Hired: Zach Mandeville
05-66	Harvest Festival Worker	Planning and Facilities	Temporary Weekend Help	9/19/05	Completed	Hired: Sarah Kellington
05-67	Secretary	Parks and Recreation	Temporary Vacation Relief	09/19/05	Completed	Hired Kim Mason
05-68	Golf Range Worker II	Parks and Recreation	Seasonal	9/1/05	Completed	Hired: Jeremy Adams
05-69	Golf Range Worker II	Parks and Recreation	Seasonal	9/1/05	Completed	Hired: Kyle Westberg
05-70	Recreation Program Aide	Parks and Recreation	Temporary	9/1/05	Completed	Hired: Sarah Alexander