



October 12, 2006

TO: Doug Baker, City Administrator

FOR: City Council

FROM: 
Eric Trimble, General Services Director

RE: Status Report for General Services: **Third Quarter, 2006**

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This Quarter's Highlights:

Civil Service: Acting Fire Chief in the Fire Department approved by Commission. Commission has been exploring a means of reviewing its rules for possible update. City has proposed expansion of the current "rule of five" in entry level hiring. Entire Commission attended the annual civil service conference in Yakima in late September. Commissioner Tuggle's term ends in December. He has not announced whether he will request a reappointment.

Employee Benefits: Another busy quarter for employee benefits with several new employees in this quarter. Now gearing up for 2007 benefit program changes and upcoming open enrollment.

Labor Relations/Negotiations: Negotiations with the Tumwater Firefighters have continued during this quarter. Several negotiation meetings were held. An agreement on a new three year contract has been reached.

Policy Maintenance/Development: Developed and distributed policy on Title VI non-discrimination.

Recruitment/Selection: This continues to be a very busy area for the department. Major recruitments included: City Attorney, Fire Chief, Secretary and Engineer.

Safety: Completed revisions to City's Safety Handbook and received copies from printer.

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. Researched and presented a proposal to expand the entry level hiring lists from the "rule of five" to a "rule of seven."
4. Entire Commission attended the annual civil service conference in Yakima in late September.

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. Several options for new insurance programs for 2007 were analyzed and presented to the Mayor for consideration as part of the budget process.
4. Sponsored training for supervisors on the new First Choice employee assistance program. Implemented the program.
5. Coordinated sick leave donations for three different employees 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.
7. Human Resources Officer Debbie Lund attended the Northwest Human Resource Management Association conference in Spokane.

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 and reached a new three year agreement.
3. Contacted Tumwater Police Guild to initiate bargaining on 2007 salaries.

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	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.
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.

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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. Assisted two departments in coordinating return-to-work/light duty assignments for workers returning from on-the-job injuries.
9. Human Resources Officer Debbie Lund attended the Governor's Health and Safety Conference in Spokane.

Telecommunications, ongoing work:

1. Right of Way Use Issues: Remain active in WATOA organization.
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. A cable consultant, Ken Fellman, has been selected by the group. The current franchise expires in November, 2006. A ordinance to extend the franchise in order to complete negotiations has been prepared for Council.

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.
- 2.

Appendix:

**2006 Recruitments
3rd Quarter**

No.	Title	Dept.	Reason for Vacancy	Date Opened	Status of Recruitment	Outcome
05-79	Police Officer	Police	Promotion	11/2/05	In progress	
06-046	Police Officer	Police	Resignation	5/3/06	In Progress	
06-059	City Attorney	Legal	Resignation	6/16/06	Complete	Hired Karen Kirkpatrick
06-060	Fire Chief	Fire	Retirement	06/21/06	Complete	Promoted John Carpenter
06-063	Golf Range Worker	Parks and Recreation	Seasonal	7/14/06	Completed	Hired: Holli Terhune
06-064	Golf Range Worker	Parks and Recreation	Seasonal	7/14/06	Completed	Hired: Noah Wimberly

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06-065	Grounds Worker	Parks and Recreation	Seasonal	7/19/06	Completed	Rehired: Sara Whitney
06-066	Secretary I	Parks and Recreation	Resignation	7/21/06	Completed	Hired: Stephanie Klein
06-067	Festival Assistant	Planning and Facilities	Seasonal	8/18/06	Completed	Hired: William Erokan
06-068	Festival Assistant	Planning and Facilities	Seasonal	8/18/06	Completed	Hired: Erica Klein
06-069	Gym Monitor	Parks and Recreation	Seasonal	8/28/06	In progress	
06-070	Gym Monitor	Parks and Recreation	Seasonal	8/28/06	In progress	
06-071	Engineer	Public Works	Resignation	9/6/06	In progress	
06-072	Engineer	Public Works	Resignation	9/6/06	In progress	
06-073	Recreation Program Aide	Parks and Recreation	Resignation	9/22/06	Completed	Hired: Jacob Cundy
06-074	Festival Assistant	Planning and Facilities	Seasonal	8/18/06	Completed	Rehired: Charon MacDonald
06-075	Festival Assistant	Planning and Facilities	Seasonal	8/18/06	Completed	Hired: Nadya Sharma
06-076	Festival Assistant	Planning and Facilities	Seasonal	8/18/06	Completed	Hired: April Fisher
06-077	Recreation Activities Aide	Parks and Recreation	Promotion	9/22/06	In progress	
06-078	Police Chief	Police	Retirement	10/6/06	Closes 11/6/06	
06-079	Gym Monitor	Parks and Recreation	Seasonal	8/28/06	In progress	