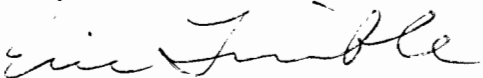




October 10, 2007

TO: Doug Baker, City Administrator

FOR: City Council

FROM: 
Eric Trimble, General Services Director

RE: Status Report for General Services: Third Quarter, 2007

| | |
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This Quarter's Highlights:

Civil Service: The promotion of Jeff Jernigan to Fire Lieutenant created a firefighter vacancy that was filled by lateral recruit, Ken Goldsby. The retirement of Mike Routley has caused the launching of a recruitment for Paramedic Lieutenant. The Police Department hired a lateral recruit, Tyler Boling, for a vacant police officer slot.

Labor Relations/Negotiations: Analysis of salary survey data in preparation for negotiations took place during this period. One formal grievance under a labor contract was received by the Fire Department and processed appropriately.

Policy Maintenance/Development: At the City Attorney's request, a copy of the City policy manual was distributed to all regular-status employees of the City.

Recruitment/Selection: This has remained a very busy part of the General Services Department this quarter. A couple of retirements and promotions have lead to additional promotional opportunities for employees.

Safety: Employee Services Program Manager Debbie Lund attended the Governor's Safety Conference in Tacoma. Beginning work to transition occupational hearing tests to a mobile van, courtesy of the AWC Retroactive Rating (L&I) pool.

Annual Budget Tasks: Reviewed salary survey data and made recommendations to the Mayor on salary adjustments. Reviewed department submitted requests for reclassification and made recommendations to the Mayor. Made a proposal to the Mayor to change the name of our department to Human Resources due to ongoing confusion caused by the old title.

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. Lists for entry and lateral police officer, Fire Lieutenant and later firefighter were developed or processed during this quarter.

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. Assisted with a formal contract grievance and other disciplinary matters involving union members.

Policy Maintenance/Development, *ongoing work:*

1. Developed and/or coordinated implementation of new and revised personnel and/or administrative policies as needed.
2. At the City Attorney's request, a copy of the City policy manual was distributed to all regular-status employees of the City.

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 | 17 | 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.

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. Managed worker's compensation issues and coordinated with service provider, Comp Management.
7. Continue to work with one department in coordinating return-to-work/light duty assignment for worker returning from on-the-job injury.
8. Employee Services Program Manager Debbie Lund attended the Governor's Safety Conference in Tacoma.
9. Beginning work to transition occupational hearing tests to a mobile van, courtesy of the AWC Retroactive Rating (L&I) pool, which is providing the service as part of the program fees already paid by the City.

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. 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. More meetings with Comcast will occur in the last quarter of 2007.
4. Eric Trimble has represented the City in negotiations with TCTV on a new service contract. Three meetings have been held and more are scheduled for the fourth quarter of 2007.

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.

Appendix:

2007 Recruitments
3rd Quarter

| No. | Title | Dept. | Reason for Vacancy | Date Opened | Status of Recruitment | Outcome |
|------------|---------------------------------|-------------------------------------|------------------------------------|--------------------|------------------------------|---------------------------|
| 06-046 | Police Officer | Police | Resignation | 5/3/06 | Complete | Hired Tyler Boling |
| 06-078 | Police Chief | Police | Retirement | 10/6/06 | In progress | |
| 07-053 | Public Works Operations Manager | Public Works | Retirement | 06/08/07 | Complete | Promoted Steve Craig |
| 07-058 | Seasonal Parks Worker | Facilities | Seasonal | 06/16/07 | Complete | Rehired: Doug Hamilton |
| 07-059 | Festival Assistant | Planning and Facilities | Seasonal | 08/17/07 | Closed 08/30/07 | Hired: Laura Hurson |
| 07-060 | Office Assistant | Finance and Administrative Services | Employee transfer to other vacancy | 08/17/07 | Complete | Hired Elaine Phillips |
| 07-061 | Gym Monitor | Parks and Recreation | Seasonal | 09/14/07 | Decided not to fill | Decided not to fill |
| 07-062 | Festival Assistant | Planning and Facilities | Seasonal | 08/17/07 | Closed 08/30/07 | Rehired: Charon MacDonald |
| 07-063 | Festival Assistant | Planning and Facilities | Seasonal | 08/17/07 | Closed 08/30/07 | Hired: Taylor Fisher |
| 07-064 | Festival Assistant | Planning and Facilities | Seasonal | 08/17/07 | Closed 08/30/07 | Hired: Elizabeth Pope |
| 07-065 | Festival Assistant | Planning and Facilities | Seasonal | 08/17/07 | Closed 08/30/07 | Hired: Lindy Blodgett |
| 07-066 | Festival Assistant | Planning and Facilities | Seasonal | 08/17/07 | Closed 08/30/07 | Hired: April Fisher |
| 07-067 | Paramedic Lieutenant | Fire | Retirement | 9/21/07 | Oral Boards Scheduled | |
| 07-068 | Firefighter/Paramedic | Fire | Potential promotion | 9/26/07 | Oral Boards Scheduled | |
| 07-069 | Golf Range Worker | Golf Course | Seasonal | 10/3/07 | Complete | Hired: Thomas Hitchman |
| 07-070 | Golf Range Worker | Golf Course | Seasonal | 10/3/07 | Complete | Rehired: Jacob Logsdon |
| 07-071 | Police Officer | Police | Resignation | Ongoing | Ongoing | |