



January 11, 2006

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

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. An appeal of a police officer exam result was heard by the Commission during this period. Changes were made in the testing protocols as a result.

Commute Trip Reduction: The financial incentive program for Tumwater employees continues. Enrollment and participation remains steady.

Employee Benefits: Open enrollment was conducted during this period. Implementation of a new benefit, approved by non-represented employee vote, for participation in a Health Reimbursement Arrangement (HRA) starting in January 2006.

Labor Relations/Negotiations: Negotiations on a new 3 year contract with the Tumwater Police Guild were concluded and agreement reached on a new 3 year contract. City council was briefed prior to acceptance of the terms.

Policy Maintenance/Development: Policies revised to accommodate 2006 changes to payday frequency and processing, and addition of no smoking rule for City vehicles.

Recruitment/Selection: This continues to be a very busy area for the department. Major recruitments included: Building and Fire Safety Plans Examiner, Police Lieutenant, and several internal promotions and transfers.

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. A special meeting of the Commission was held in December to deal with an applicant's appeal of examination results.

Commute Trip Reduction, *ongoing work:*

1. Promote the benefits of commute trip reduction to all city employees.
2. At the jurisdictional level, The Thurston County Coordinating Committee continues discussions and planning revolving around 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.

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 on new three year contract with Police Guild.
3. Began negotiations on a new contract with the Tumwater Firefighters.
4. Represented Tumwater at the annual labor management cooperation workshop sponsored by the South Puget Sound Labor Management Committee.
5. Communicated and negotiated with unions to implement new city payroll system.

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:

	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	18	7	8	6	7	19
TOTAL OPENINGS	83	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.

Page 5
General Services Quarterly Report
 January 11, 2006

7. Managed worker's compensation issues and coordinated with service provider, Comp Management.
8. Facilitated a new AED for city hall lobby.

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. Eric Trimble has been meeting with staff from Olympia, Thurston County and Lacey to formulate a combined approach to a new Comcast TV franchise. An inter local agreement on this matter was presented to Council and approved. 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:

**2005 Recruitments
 4th Quarter**

No.	Title	Dept.	Reason for Vacancy	Date Opened	Status of Recruitment	Outcome
05-07	Building and Fire Safety Plans Examiner	Development Services	New position	1/16/05; re-opened 09/06/05	Complete	Hired David Curry
05-59	Skilled Maintenance Worker	Public Works	Reorganization	8/31/05	Completed	Promoted Forrest Bailey
05-60	Skilled Maintenance Worker	Public Works	Reorganization	8/31/05	Completed	Promoted Steve Whalen
05-61	Skilled Maintenance Worker	Public Works	Reorganization	8/31/05	Completed	Promoted Neil Isaacson
05-62	Skilled Maintenance Worker	Public Works	Reorganization	10/10/05	Completed	Transferred Marc LaVack
05-71	Gym Monitor	Parks and Recreation	Seasonal	9/1/05	Completed	Hired: Jacob Cundy

Page 6
General Services Quarterly Report
 January 11, 2006

05-72	Gym Monitor	Parks and Recreation	Seasonal	9/1/05	Completed	Hired: Charlotte McNamara
05-73	Gym Monitor	Parks and Recreation	Seasonal	9/1/05	Completed	Hired: Brian Morrissey
05-74	Gym Monitor	Parks and Recreation	Seasonal	9/1/05	Completed	Hired: Alexis Taylor
05-75	Gym Monitor	Parks and Recreation	Seasonal	9/1/05	Completed	Hired: Ebony Crowell
05-76	On-Call Building and Fire Safety Plans Examiner	Development Services	Temporary	10/11/05	Completed	Hired: LG Nelson
05-77	Recreation Program Aide	Parks and Recreation	Resignation	11/1/05	Completed	Re-Hired: Kaitlyn Shrove
05-78	Police Lieutenant	Police	Resignation	11/2/05	Completed	List created
05-79	Police Officer	Police	Pending promotion	11/2/05	In progress	
05-80	Seasonal Maintenance Worker	Public Works Operations	Temporary	11/28/05	Completed	Re-Hired: Michael Erickson
05-81	Recreation Program Aide	Parks and Recreation	Other applicant declined	11/1/05	Completed	Re-Hired: Jacob Cundy
05-82	Seasonal Grounds Maint Worker	Parks and Recreation	Rehire after lay off	12/19/05	Completed	Rehired Dennis Jones
05-83	Grounds Worker II	Golf Course	Seasonal	3/30/05	Completed	Re-Hired: Jeff Pratt