



January 10, 2007

TO: Doug Baker, City Administrator

FOR: City Council

FROM: Eric Trimble, General Services Director

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

<b>This Quarter's Highlights from General Services</b> .....	<b>Page 2</b>
Civil Service ( <i>ongoing</i> ).....	Page 2
Commute Trip Reduction ( <i>ongoing</i> ).....	Page 3
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 4
Recruitment/Selection ( <i>ongoing</i> ).....	Page 4
Regulatory Compliance ( <i>ongoing</i> ).....	Page 4
Safety Coordination ( <i>ongoing</i> ).....	Page 5
Telecommunications ( <i>ongoing</i> ).....	Page 5
Tumwater TV ( <i>ongoing</i> ).....	Page 5
Appendix (recruitment activities) .....	

### **This Quarter's Highlights:**

**Civil Service:** Commission has approved hiring processes for personnel changes in the fire department. The promotion of the Assistant Chief to Chief has necessitated additional examinations. Fire Captain Jim McGarva was selected as Assistant Chief. A Fire Captain's examination is now scheduled to replace McGarva.

Also during this quarter, Commissioner Jim Tuggle resigned after 17 years of service. The Commission recognized Mr. Tuggle with cake and a card at their December meeting. Mayor Osgood attended. The Mayor also gave Commissioner Tuggle further recognition at the Council meeting on January 2, 2007. THANK YOU JIM FOR YOUR EXCELLENT SERVICE ON OUR COMMISSION!

**Employee Benefits:** November and December included open enrollment for insurance benefits. The City introduced another dental plan for non-represented employees, Willamette Dental, and a high-deductible medical plan through Regence so it was an especially busy open enrollment period.

**Labor Relations/Negotiations:** Negotiations with the Teamsters bargaining unit have continued during this period. A tentative agreement has been reached and will be presented to the Council in January. Initial discussions with the Police Guild on 2007 salary negotiations have occurred.

**Policy Maintenance/Development:** Developed and distributed policies creating some flexibility for the Mayor in certain situations involving benefits, the policy for opting out of insurance benefits, adjusting the City's grievance policy at Step 3, altering how jury duty compensation checks are handled, fixing some policy terms throughout the manual for consistency and adopting HIPAA Privacy and Security policies.

**Recruitment/Selection:** This continues to be a very busy area for the department. Major recruitments included: Public Works Engineer, Assistant Fire Chief, Police Chief, and Associate Planner.

**Safety:** The Central Safety Committee and the Management Team hosted a presentation by the Washington State Department of Health on preparations for the pandemic flu. Hand sanitizer pumps and wipes were purchased and distributed throughout City Hall as a result of the session.

### **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.

**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 continue to be essential to the program.

**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. Several options for new insurance programs for 2007 were implemented.
4. 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. 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:

	<b>2006</b>	<b>2005</b>	<b>2004</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>
1 <sup>st</sup> Quarter	34	30	21	18	28	30
2 <sup>nd</sup> Quarter	37	33	19	34	55	46
3 <sup>rd</sup> Quarter	21	21	2	18	12	22
4 <sup>th</sup> Quarter	17	18	7	8	6	7
<b>TOTAL OPENINGS</b>	<b>88</b>	<b>83</b>	<b>44</b>	<b>76</b>	<b>76</b>	<b>105</b>

**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. Assisted two departments in coordinating return-to-work/light duty assignments for workers returning from on-the-job injuries.

**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 and a contract for Mr. Fellman has been signed by the Mayor. An ordinance to extend the franchise in order to complete negotiations was prepared by the department and approved by Council. The extension lasts until December, 2008.

**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.

**Appendix:**

**2006 Recruitments**  
**4<sup>th</sup> Quarter**

<b>No.</b>	<b>Title</b>	<b>Dept.</b>	<b>Reason for Vacancy</b>	<b>Date Opened</b>	<b>Status of Recruitment</b>	<b>Outcome</b>
05-79	Police Officer	Police	Promotion	11/2/05	In progress	
06-046	Police Officer	Police	Resignation	5/3/06	In Progress	
06-069	Gym Monitor	Parks and Recreation	Seasonal	8/28/06	Completed	Hired: Shannon Glasier
06-070	Gym Monitor	Parks and Recreation	Seasonal	8/28/06	Completed	Hired: Joshua Lalley
06-071	Engineer	Public Works	Resignation	9/6/06	Completed	Hired Nhan Vo
06-072	Engineer	Public Works	Resignation	9/6/06	Not filled	Not filling at this time.
06-077	Recreation Activities Aide	Parks and Recreation	Promotion	9/22/06	Completed	Hired: Shelby Wilson
06-078	Police Chief	Police	Retirement	10/6/06	Re-opened 12/12/06	
06-079	Gym Monitor	Parks and Recreation	Seasonal	8/28/06	Completed	Hired: Spenser Haynie
06-080	Temporary Office Assistant	Finance	Temporary	10/19/06	Complete	Hired Sarah Moore
06-081	Assistant Fire Chief	Fire	Promotion	11/7/06	Completed	Promoted Jim McGarva
06-082	Associate Planner	Development Services	Resignation	12/13/06	Application review begins 1/5/07	
06-083	Winter Camp Staff	Parks and Recreation	Seasonal	12/14/06	Completed	Hired: Gregory Johnson
06-084	Winter Camp Staff	Parks and Recreation	Seasonal	12/14/06	Completed	Hired: Katie Ritter
06-085	Winter Camp Staff	Parks and Recreation	Seasonal	12/14/06	Completed	Hired: Christine Vo
06-086	Winter Camp Staff	Parks and Recreation	Seasonal	12/14/06	Completed	Additional Duties: Kya Miller
06-087	Secretary I	Finance	New position	12/20/06	Completed	Hired Sarah Moore