


## MEMORANDUM

Date: June 10, 2009

To: Mayor and City Council

From: Bob Jean, City Manager 

Subject: **Monthly Report for MAY**

---

## CITY MANAGER'S OFFICE

Bob Jean, City Manager

- Town Center Finance (Cash Flows, Forecasts, 63-20 Bond Sale, Library & Fire)
- Slavyanka Teleconference
- Town Center Business Deal Points with Heartland
- Lift Grant & Fed Grant Contact Letters
- Library Condo Negotiations
- Exec. Staff Long-Range Planning & Finance Meeting

Eric Faison, Community & Gov't Affairs Manager

- Town Center finance
- Legislative recognition
- Exec retreat

Diana Harmon, Assistant to the City Manager

- Volunteer Center Transfer of Information
- Preparation for Treasures in the Park
- Preparations for Cirque Summer Sale
- Monthly City Manager Reports
- Volunteer Center Non-Profit Submissions
- Tracking of Vendors for Treasures
- Correspondence and Calendaring for City Manager, Council
- Letters for Beautification and Basket Donors
- Volunteer Center Board Meeting and Selection of New Officers

## DEPUTY CITY MANAGER/REDEVELOPMENT OFFICE

Steve Sugg, Deputy City Manager/CIP and Redevelopment Projects

- Heavy Emphasis Town Center Developer Negotiations
- Town Center Financial Planning Strategy
- Legislative Efforts and Grant Research Support
- Regional Development and Transportation Improvements Research
- Library Design, Planning and Negotiations
- Civic BLDG Design and Planning
- Town Center Project General Design and Planning
- Provide Support to City Manager
- Public Relations/Customer Service/TC-CIP Administration

## Management Service

•

## Human Resources

Lisa Petorak, HR Manager/Management Analyst

- Teresa moved from CDD to City Clerk's Office and is now covering the reception area. (6/1/09)
- Tukwila training on managing risk with smaller budgets
- Labor Relations Institute in Yakima – Main topics included retaliation, labor negotiations, PERC and employment law updates, and benefit/legislation changes as related to HR.
- Wally Wilkens presented "Getting to Yes."
- First responder employees living within city limits refreshed themselves in setting up the EOC.
- Met with REACH to set up internship positions in the city. Participating departments: Engineering, Public Works, City Clerk, Development Services, Recreation, and Communications. Internships to begin July 6th and end around August 15<sup>th</sup>.
- Bi-weekly HR internal meeting reviewed work plan for the year, and developed future work tasks for this summer.
- The Assistant Day Camp Director and Day Camp Leader positions closed and the applications were reviewed. Interview process was completed this month with interviews scheduled for June 3<sup>rd</sup> and June 4<sup>th</sup>.

## Property Management

•

### ASSISTANT CITY MANAGER/ECONOMIC DEVELOPMENT OFFICE

Mariza Craig, Deputy City Manager/Operations and Economic Development

#### Department Administration

- Attend staff meetings
- Mariza attended Intl Council of Shopping Centers convention in Las Vegas.

## ECONOMIC DEVELOPMENT

### Business Development

- Continue to provide *direct consultation* on initial business start-ups, site selection, expansion and recruitment opportunities.
- Attended May Chamber of Commerce Wake UP event.
- On-site business visits to Affordable Medical Supply, and Edwards Memorial Center.
- First Partner UP of 2009 was very successfully hosted by Chambers Bay on May 28. Over 75 in attendance.

### Commercial Redevelopment Activities

- Continue to meet with interested developers.

### Special Projects

- Economic Development Commission meeting for May was held on May 21.
- Held Green UP committee meeting on May 21.
- Began development of materials for presentation on June 1 workshop with City Council
- Attended Tourism Links program at Chambers Bay put on by Tacoma Convention and Visitors Bureau

## City Clerk

Emelita Genetia, City Clerk

## COUNCIL SUPPORT

- *Meetings* - Continuously updated City Council Agenda Topics, Agendas & Packet Preparation, Noticing, and Minutes for 2 Regular Meetings, 1 Special Meetings, 0 Meeting Cancellation, 0 Council Retreat, 0

Study Sessions, 0 Legislative/Governmental Meetings, 0 Public Hearings and copied and compiled 1,957 pages for Council packet distribution.

- *Commissions* - Noticed the following meetings: 1 COPS, 1 PARC, 2 Planning Commission, 0 Finance Committee and 1 Economic Development Commission.
- Proclamations/Awards/Presentations Coordination - 8

#### **PUBLIC SERVICES**

- *Notary Services* - 1
- *Public Records Requests* - 8 requests totaling 38 pages

#### **RECORDS MANAGEMENT**

- *Indexes/Logs* - Continuously updated the following indexes/logs: Ord log, Res log, Public Records Request log, City Clerk's File Index, Bonds Log, Electronic File Name of Ord/Res log, Recording log,
- *Lotus Notes* -- Electronic updates of Lotus Notes Databases including: 2 Ordinances, 0 Resolutions, 3 Agendas, 6 sets of minutes, including doc links, all new City contracts.
- *Web Page* -- Continuously updated Community/Council calendar on web page, create electronic files for Council Agenda for web posting.
- *Maintenance*- Regular filing/maintaining of City Records and retrieval and compilation of records for various City departments. Processing of storage/retrieval of City records stored offsite, coordination of contracts for signatures/routing.
- *Records Management* -- Continuous review and maintenance of city records, 57 boxes of records delivered off-site for storage.

#### **MISCELLANEOUS**

- *Meetings* -- Executive Staff Meetings, Agenda Meetings with Mayor, Council Meetings, Meeting with Various Citizens Regarding Public Disclosure Requests, Departmental Meetings.
- *Training* -- Deputy Clerk attended the IIMC Conference
- Meet your City interviews
- Provided support to two (2) Planning Commission meetings, including meeting set-up, preparation of minutes, packet assembly and distribution.

#### **RECEPTION**

- Reception calls -- 686
- Walk-in Customers -- 179
- City E-mails -- 17
- Town Hall Rentals -- 2
- Prospective renters, tours -- 9

#### **BUSINESS LICENSING**

- Business Licenses Issued -- 37
- Exemptions -- 0
- Closed -- 15
- Liquor Licensing -- 8

#### **MISCELLANEOUS**

- Provided support/assistance to EDC with Food for Thought mailings.

#### **FINANCE**

David Layden, Finance Director

•

#### **COMMUNITY DEVELOPMENT SERVICES**

##### **Engineering Office**

Jack Ecklund, P.E., City Engineer

- Alameda Ave W Pedestrian and Bicycle Safety Project Irrigation and street light installation complete. Work on adjusting utilities to grade and driveway restoration complete. Substantial Completion issued.

- 40th Street Pedestrian and Bicycle Safety Project: Received WSDOT approval of the funding agreement. Project placed out to bid for a June 8th opening.
- Town Center Civic Building: Contractor supplied steel erection in progress, floor pour preparation begins.
- Market Street Phase 2 and 3: Work on punch list items continues.
- Market Square: Installation of landscape, irrigation and paver installation underway.
- Streetscapes: Contract executed, Notice to Proceed issued, work begins on temporary driveway to apartments.
- Bridgeport 3A: Design work complete, project place out to bid.
- Bridgeport Way ¾: ROW plans under review by the State.
- 70th Ave Community Development Block Grant: Contract submitted to the City for approval.
- Lot 10 Garage: Work continues on Level P-3 construction.
- Library TPs: Permit review continues.
- Design / Build Training: One day of training attended by Nuri Avcular and Jack Ecklund.
- SWM: Three Public Works and one Engineering employee attended CECIL Certification training.
- Alameda Ave W Pedestrian and Bicycle Safety Project: Irrigation and street light installation complete. Work on adjusting utilities to grade and driveway restoration complete. Substantial Completion issued.

### Development Services

David Swindale, Development Services Director

#### May Comparison 2006 - 2009

Year	# of Building Permits Issued	# of Inspections Performed	Construction Valuation	Revenue Collected	% of Over The Counter Permits	# of ROW Permits Issued
2009	40	225	\$5,147,431	\$19,189.57	45.0%	18
2008	56	332	\$2,310,182	\$109,248.34	53.6%	32
2007	130	454	\$2,460,541	\$30,096.17	33.1%	32
2006	94	473	\$4,270,930	\$68,231.47	19.2%	20

#### Y-T-D January - May 2006 - 2009

Year	# of Building Permits Issued	# of Inspections Performed	Construction Valuation	Revenue Collected	% of Over The Counter Permits	# of ROW Permits Issued
2009	246	1,665	\$8,220,807	\$189,326.28	37.4%	103
2008	254	1,866	\$24,507,478	\$200,310.90	40.2%	120
2007	425	1,936	\$19,880,193	\$224,688.49	35.1%	175
2006	395	1,987	\$17,247,511	\$285,427.32	29.1%	96

### PARKS AND PUBLIC WORKS

Gary Cooper, Parks & Public Works Director

- 4 staff off 1 week
- Training – ESA Training – 4 crewmembers/2 days; Deb attended APWA class on Public Work contracting
- Sign Maintenance and Inventory – 1 crewmember/4 days
- Crew constructed new storage rack system
- Landscape maintenance and vegetation trimming on Bridgeport Wy W– 2 crewmembers/4 days
- Arterial and residential streets swept – 1 crewmember/7 days
- City Hall support – 1 crewmember/3 days
- Day Island ROW improvements
- Fertilized hanging baskets – 2 crewmembers/2 day
- Cleaning, inspection and maintenance of storm drainage system – 2 crewmembers/5 days
- Bridgeport medians received beauty bark – 4 crewmembers/2 days
- Drainage ditches were cleaned
- Completion of Spring color spot planting at City Entrance signs

- Mowing of parks properties
- Homestead Park - Planting of Spring Color; Take down/clean up of Flower Show; Staff support of Wild Side Open House; Limbing/brushing; clean up
- Morrison Park Property - Clean up of brush and dead trees along
- Landscape maintenance - City Hall; Homestead Park; Adriana Hess; PW Shop; Kobayashi Park; Drum Rd Park, Sunset Terrace beds, Sr. Center beds
- Ballfield preps for Recreation program/School Dist./Pierce College
- Cirque - Repair of sports turf; maintenance of parking lots and trails and beds; Ballfield preps for Recreation program; Ballfield preps for Curtis games; Support for Pitch Hit Run sports program; Pierce County Dist. Court Crew - landscape clean up, weeding of flower beds Park, 9 people @ 6.5 hrs = 58.5 hrs; leveling and infield dirt/repair of wear areas, mowing & line trimming along fences and slopes; Graffiti removal at skatepark- 1 hr
- Sunset Terrace - Ballfield preps for Curtis games
- Brookside Park - removal of blackberries on slope
- Curran Orchard - mow, line trim fence lines, landscape clean up
- Parks Tour for Park and Recreation Commissioners
- Adriana Hess Wetland Park/Morrison Detention - Landscape clean up at Pond; Support of Ribbon Cutting ceremony for Thelma Gilmur Education Shelter
- Turf project at PW shop
- Mowing of Curran, Colegate, Conservation parks
- Fenceline and ditch line trimming at Curran orchard and Brookside Park property
- Shop landscape improvements
- Weed control spraying in parks
- Support and clean up for 5 picnic shelter rentals
- Baseball field preps for recreation league programs at Sunset Terrace, Cirque, and primary school fields
- Baseball field preps for Curtis softball at Sunset Terrace park
- Irrigation maintenance and repairs for parks

## **Parks & Recreation**

Gretchen Hayes, Deputy Director

**Youth Sports** – 4 weeks of baseball season completed, we have over 72 teams participating in our league (950+ participants). Kidz Love Soccer Completed Spring Session. Pierce College completed college fast pitch season at Cirque Park. Pitch, Hit, and Run completed, 22 participants. Curtis Jr. High finished their girls fastpitch season at Sunset Terrace Park.

- Youth Baseball Jamboree and Picture Day
- Pitch, Hit & Run Competition; Over 11 participants qualified for Sectionals
- Baseball Regular Season began; weeks 1-4
- Rescheduled 25 games due to weather and/or field conditions
- Over 50 phone calls made regarding rainout reschedules
- Updated rainout line daily
- Contacted officials/supervisors regarding rainouts
- Week 1-5 of the Officials/Supervisor Schedules
- Fax field schedules to schools
- T-shirt re-order placed with DTI sports
- Cirque Park Baseball Field rental for Reality Sports
- Pierce College Completed their season at Cirque Park
- Put together 2 more officials bags
- Copy of Sunset Terrace Schedule to Coach Gallagher
- Get timesheets signed by Youth Sports Staff
- Confirm baseball/softball T-shirt re-order with DTI
- Record Scores for youth baseball/softball daily
- Delivered British Soccer Camp Flyers and Skyhawks Sports Camps Flyers to schools
- Invoiced by Kidz Love Soccer for spring session
- Contact all t-shirt re-order coaches regarding pick up

**Trips & Tours** – 32 seniors went to the Clearwater Casino. 6 enjoyed the walking club trip, 8 went to Emerald Downs and had a fabulous time! 8 seniors ventured to the Anacortes area for 2 the Northwest Passage Way & Skagit Valley overnight trip, despite the rain, we had a fantastic time.

- 6 seniors enjoyed the walking club trip to Redondo
- Completed planning for Leavenworth Winery Tour
- Attended Camp Wrinkle Ranch planning meeting
- Chose day trips for Fall, began planning
- 8 are going to the Emerald Downs trip
- Planning and organization for the Fall programs
- 6 attended last weeks walking club
- Monitor numbers for upcoming June trips

**Youth Programs** – Received reviewed and selected applicants to interview for Camp UPLAY. Organized field trips for summer camp UPLAY.

- Continuing Summer Day Camp Prep, reserving field trips, po's, and staff; reviewed applicants and working on setting up interviews.
- Selected applicants to interview for vacant positions at Camp UPLAY
- Reserving summer Field Trips
- Interviewed a potential work study to help with camp
- Camp UPLAY Flyers approved and printed at Kinkos
- Billing CVA (homeschool kids) for programs

**Cultural Arts** – Creating belly dance class for the Fall of 2009. Hired two instructors to teach creative movement and ballet. Began a new session of Ballet/Creative Movement (10 participants)

- Paid Guitar Instructor for Winter Session
- Ballet/Creative Movement begins a new session, postponed the beginning due to Instructor illness (10 participants)
- 9 children attended the Young Ladies and Gentlemen class at the Senior Center

**Outdoor Programs** – Puppy Jump Start Class at Apple Orchard (2 participants).

**Adult Fitness** – 43 people are participating in Yoga classes, 18 are enjoying the new Pilates class, 20 are in Zumba and 17 are in Zumba Gold, Polynesian Dance has 15 participants.

- Zumba began with 31 registered early
- Yoga began with 43 registered early
- Tai Chi class cancelled
- Pilates began with 18 of 20 registered
- Polynesian dance began with 100% registration
- Met with Bellydance Instructor looking to add a class in the Fall
- Working with Pilates instructor for new class location
- Communicating with new instructor for Meditation class

**Senior/Community Center** – 15 seniors are taking Computer Basics. The Spaghetti Feed fed 71 people.

- New carpet was installed
- Completed application for Temporary Food Establishment Permit & was approved by the Health Department
- Met with Jim Baldes regarding program idea's
- Met with Master Park of the Tae Kwon Do Academy to explore idea of offering self defense classes to seniors
- 10 seniors attended Lazy Lunch Bunch & enjoyed the movie "Chicago"
- New computer class session began. 14 seniors are participating in two different classes
- One rental – May 14
- Planning and organization for spaghetti fund-raiser
- SAC meeting
- Meeting with Michelle from Merrill Gardens re spaghetti feed
- Coffee with Council

### Committee Meeting:

- University Place Youth Council (UPYC) – Meeting on 5/18, Sr. Center Spaghetti Feed, Bike Rodeo
- Meeting 5/4/09, agenda: mural competition, bike rodeo, mother son sports ball.
- Meeting with consultants for Kobayashi Master Plan
- Work on material for presentation to Council
- Work on PARC minutes –May – work in progress
- Acquired donation for Mural Art Competition that has been moved to the UP Fest; Home Depot, Tacoma Art Museum

### Administrative/Office:

- *Contracts and follow up for CORE Concerts*
- Registrations for UPLAY, specialty camps, yoga, pilates, zumba and
- Issued refunds for Tai Chi class
- Begin July/August UP Connection
- Print out detailed Senior Center Daily Cash Balance Reports from January 1, 2009-May 12, 2009 for Jennifer
- Respond to online registration needs
- Phone registrations heavy
- Two fulltime staff reviews
- Reorganization of workload/schedules with loss of one full staff
- Determining which recreation programs to cut in Fall of '09
- Contacting the Goodwill for work-study Employee to assist at Rec. Office
- Hiring 2 or 3 more work-study students to assist with summer programs.
- Finalize Health Fair details
- Playground by the Sound
- Review Special Event Presentation to Council
- Contact CJHS re: girls fast pitch rainout for Sunset Terrace
- Reserved 4 shelter rentals for Sunset Terrace & 2 shelter rentals for Cirque Park
- Recreation All Staff meeting
- Meeting with Linda Seesz, PR to review CLICK! Contract
- Continue to contact business for festival sponsorship – phone calls/emails
- Contact Owens Press regarding in-kind sponsorship commitment
- Pick up completed CORE brochures & orchard concert flyers from printers
- Update Duck Daze, Treasures & Health Fair advertising materials
- Update Web-site and reader board(s) with current activities and events
- Tribute Rhododendron – complete purchase and mail certificate
- Contact Shelly Nyegaard @ CHS re: date change for Mother/Son event
- Update flyers with new Mother/Son event date of June 5
- Contracts and Check Request for Apple Orchard Concerts and UP Fest
- Post flyers on UPP doors re: event
- Contact all pre-registered Mother/Son participants re: date change

### UPFEST

- Contracts for entertainment (Greg Benneick, Reptile Isle) and inflatables
- Readerboard letters mailed out
- Finalizing activities & budget for event
- Contacting Sponsors
- Recreation UPFest Staff meeting
- Work on Festival advertising and marketing – entertainment media packets & schedules-work in progress

**Volunteer hours:**

Coaches – 736  
Sports Activity Comm. - 0  
UPYC – 55 hours

Special Events-0  
Meal Site – 125  
Sr. Activity Comm. - 54

***Y.V.P.-***  
***Comm. Service -***

**May Total: 970**  
**YTD Total: 3646**

<b><i>Performance Indicators</i></b>	<b><i>Month</i></b>	<b><i>YTD</i></b>	<b><i>Goal</i></b>	<b><i>YTD %</i></b>
Number of recreation participants	1898	8377	18,000	47%
Number of recreation programs offered	101	537	1000	54%
Number of programs implemented vs. offered	94%	94%	91%	91%
Number of SR/Community Center rental hours	14	74.5	315	24%
Senior/Community Center Rental Revenue	\$640	2910	\$12,160	24%
Recreation program revenue	\$25,744.00	137698	\$338,450	41%
Number of Sr. Drop-In Participants	655	0	6,000	0%
Volunteer Hours	970	506	8,400	6%
Number of UP Registrations – <b><i>Resident</i></b>	898			
Number of UP Registrations - <b><i>Non-Resident</i></b>	345			

