

**City of Port Orchard City Council
Budget Retreat Session
September 17, 2008**

PRESENT: Lary Coppola, Mayor
Councilmembers: Chang, Childs, Clauson, Colebank, Olin, Powers, and
Putansuu

ALSO PRESENT: Police Chief Townsend, Court Administrator Hunt, City Treasurer Tompkins, Development Director Weaver, Public Works Director Dorsey, City Clerk Kirkpatrick, and Deputy Clerk Rinearson.

Mayor Coppola called the meeting to order at 10:05 a.m.

City Treasurer Tompkins briefed the new Councilmembers and staff on the budget process, noting the City's budget for 2009 is 8 million dollars.

Mayor Coppola asked the Councilmembers and staff to state their 2009 budget goals.

Councilmember Clauson;

- Council to focus on one or two projects at a time
- Complete Tremont and the re-development of downtown, which would include a parking garage
- Annexations
- Wastewater taking over the Port's sewer system and focus on including the leachate work with Waste Management
- Well 10 finalized

Councilmember Chang;

- Library redone or a new building

Councilmember Colebank;

- Annexation of Fred Meyers to generate revenue
- City Hall windows, leaks, and general maintenance
- Downtown parking, which would be the next step to revitalize the downtown
- Boardwalk with a waterfront trail
- Paul Powers Park updated
- Library redone or a new building

Councilmember Childs;

- Start redeveloping downtown
- Annexation of McCormick
- Improve Library

- Boardwalk extensions of park vistas
- Senior Center

Councilmember Putaansuu;

- Redevelopment of downtown, to include the library
- Finish Utility Undergrounding
- Parking garage
- Finish Tremont Corridor and pursue funding
- Bethel Corridor annexation and setup maintenance funds for future road improvements
- McCormick Woods Annexation

Councilmember Olin;

- Citizens of Port Orchard and City employees keeping them happy
- Not to redevelop the downtown
- Parking garage
- Annexation of all the Urban Growth Area (UGA)

Councilmember Powers;

- Continue with Tremont Corridor
- Downtown parking
- Impact fees
- Improve parks, maybe include a pocket park and/or boardwalks
- Library
- Utility Undergrounding
- Annexation

City Mayor;

- Customer service and safety training for all front counter staff
- Fix-up City Hall
- Put up a big display board to show the City's goals and priorities of City Hall
- Give the Department heads the tools they need to do their job
- E-mail list of all residents to send out City information
- Accept credit card payments
- Hire an in-house graphic person, instead of outsourcing
- Landscape more of downtown, maybe include a "Welcome to Marina District" sign, more flower baskets and standardize the light poles/fixtures
- Increase travel budget and education funds for the Mayor and Council
- Increase Mayor budget to full-time

City Clerk Kirkpatrick;

- Keep current budget level of staff
- Outsource Municipal Code
- Maintain travel education budget
- Clerk would like to attend IIMC annual conference, dependent upon scholarships
- Hire a records management clerk
- Part-time office assistant if Mayor becomes full-time

Human Resource;

- Same budget
- Training courses for WPELLA and FMLA
- Expand Springbook software to include HR functions to interface
- Full-time assistant for filing

City Treasure Tompkins;

- Keep current budget level of staff
- New computer reports binders
- Reconfigure two office locations
- Training for staff to be up to date on all areas of the finance department
- File cabinets
- Shelves to put in closet for more storage space
- Accounting clerk to assist with billing
- Project management Springbook software
- Billing supervisor
- Two additional accounting staff
- Car for Finance, IT, and Clerks office to share
- Video monitoring system for various department
- Bike racks
- Ergonomic desks
- Employee parking

IT Department;

- New computers and updated software for staff
- Computer Equipment and printers
- Full-time Tech Assistant
- Rewire Council Chambers for EOC
- Upgrade Chimes
- Multifunction 44" scanner/plotter
- Document camera for Council chamber
- Cisco Firewall hardware for PUD fiber
- Direct fiber from City Hall to shop
- Micro phones for Council Chambers
- Online bill pay capabilities for website
- Remote site (PW Shop) capable of supporting critical operations in emergency
- Upgrade telephone system to VOIP with Exchanger interface
- Microsoft training for all office personnel

Court Administrator Hunt;

- Keep same budget
- Phone in the Court's entryway for interpreter services as required by Title 6
- Upgrade intercom system
- New desk for the Judge
- New carpet or tile

- Part-time file clerk
- Recording system and audio recorder upgrade
- Color copier to scan Court documents
- Walk thru security medal detector
- Security camera system upgrade for Courtroom
- Divider wall for the Courtroom
- Expand Court Clerk's office space
- Electronic filing system for Court documents
- Automatic calling system to remind citizen's of Court dates
- Electronic calendar board showing the Court's calendar

Police Chief Townsend;

- Technology, training, and equipment for officers
- Hire replacement for Officer McFann
- Maintain car maintenance and routing schedule
- Parking scooter
- Boat training
- Bigger police station

Development Director Weaver;

- Full-time Hearing Examiner Clerk/Annexation Coordinator/Planning & Building Department Administrative Assistant
- Shoreline Update Plan
- Multifunction 44" plotter replacement
- Part-time Assistant Plan Checker/Building Department Assistant Inspector
- Sidney/Sedgwick Sub-Area Plan (Outside Consultant Contract)
- Redistricting Planning, Mapping, and Public Outreach
- Urban Growth Area Annexation Efforts
- McCormick Woods Annexation 2009 efforts
- Grant support and preparation
- Storm Water Enterprise Support
- Parks and Facilities Division (1 Planner/Grants, 2 Facilities, 1 Admin)
- Economic Development Division (1 Specialist/1 Admin)

Public Works Director Dorsey;

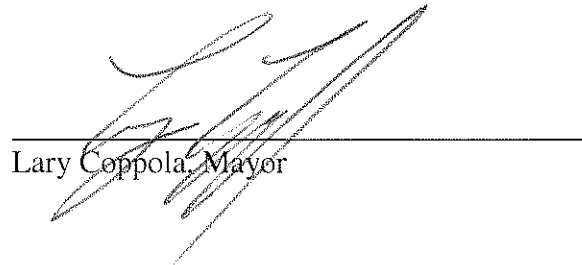
- Keep current 2008 levels with unfinished projects shifting to 2009 with some adjustments (Seawall, Tremont St. Design & Property Acquisition, & Well 10 Design)
- Blackjack Creek Mitigation/Water
- Well #5/Water
- McCormick Pump Station #2 – Odor Problem
- Marina Lift Station/Sanitary Sewer
- CAD Tech/Plan Review/SWM Position + Workstation (Combined Funding)
- Developer's Handbook (Sewer, Water, Storm, Roads, Street Lights)
- Software Upgrades
- Paint Striping machine

- Reroof the Library
- South Shop Generator
- Training/Conference Fees
- Dekalb Street Pier (Designed and Permitted)
- Copier/Scanner/Printer/Fax (Color)
- Large Scale plan copier/scanner/printer
- Well #4 Capped
- 4 workstations (Public Works)
- Meter reading equipment (Electronic)
- Repaint the interior and exterior of building
- Street Sweeper
- Pick-up Truck
- 4 new staff positions (Shop)
- Proposed purchase for sand storage
- Well #10 Transmission Construction/Upgrades including Perry Avenue, Storm, Well #6 Upgrades
- Building modifications for space
- Excavator & Lowboy
- Vac Truck
- Gateway (Tremont Corridor) Phase II Design
- Carpet at City Hall
- Laptop
- South End (Glenwood JPA) Water System Improvements – Intertie, Well, Reservoir
- New Police Station
- Public Works Vehicle

At 4:45 pm the meeting adjourned:



Patricia J. Kirkpatrick, City Clerk



Lary Coppola, Mayor