

**CHESTERFIELD COUNTY COUNCIL
BUDGET RETREAT
COUNTY COUNCIL MULTI-PURPOSE BUILDING
March 20, 201410:00 A.M.**

PRESENT: Chairman J. Matthew Rivers, Vice-Chair Lenora V. Powe, Council Members: Kenneth A. Johnson, Bruce E. Rivers, Gerald L. Miller, Robert G. Cole and Crawford Moore.

ABSENT: Council Members: Douglas A. Curtis and George Franklin Plyler.

OTHERS PRESENT: Denise Douglass – Administrator; Susie Boswell – Clerk to Council; Michelle Stanley – Finance Director; C. Heath Ruffner – County Attorney; Leighton Bell – The Link; Lisa Gainey – Human Resource Director; Tim Eubanks, David Deese, Faye L. Sellers – Clerk of Court; Wanda Miles – Family Court; Sheriff Rob Lee, Jennifer Vaughn – Sheriff’s Department; Jeff McCarn – Public Works; David Deese – Public Works; Mike Orr - Building Codes; Pam Jordan – Building Codes; Kevin Thurman – I.T. Department; Cody Harvey – I.T. Department; Dana Tarlton – E-911; Lisa Hancock – Emergency Management; Ray Green – Public Buildings; Rose Gainey – Recycling; Kip Kiser – Coroner; Judge Edwin M. Davis – Probate Judge; Denise Vick – Probate Court; Kathy Sheeler – Treasurer; Judge Diane Winburn Dyches – Magistrate; William E. Tomes, Director of Governmental Research and Service, USC’s Institute of Public Service; Brenda Branson – Library; Gail Ingram – Library Board; Pamela Mills – Veteran’s Affairs; Jim McGonigal – Animal Services; Shelia Gillespie – Detention Center; Susie Jordan – Assessor; Celeste Sanders – Assessor’s Office. There were others attending the meeting who did not sign the sign-in-sheet.

CALL TO ORDER AND PRAYER

Chairman J. Matthew Rivers welcomed everyone and Council Member Bruce E. Rivers opened the meeting with prayer.

ADOPTION OF AGENDA

Council Member Miller made a motion to adopt the March 20, 2014 Budget Retreat agenda. Council Member Johnson seconded the motion. Voting in favor of the motion was unanimous.

BUDGET PRESENTATIONS

a. Opening Remarks/Introduction of SCAC Facilitator – Chairman Rivers

Chairman Rivers welcomed everyone and advised that the Retreat was being held so Council could become more familiar with the daily operations of each department, what possible needs each department may have and any goals the departments may have for the future.

Chairman Rivers introduced William E. Tomes, Director of Governmental Research and Service from USC's Institute of Public Service and advised that he would be the facilitator for the Retreat.

William E. Tomes, Facilitator: Advised that he would like for the departments to give suggestions on how to make their department more efficient and what the end results would be for the suggestions given. He also advised the departments that the budget is very important in this because it shows where the departments are spending money and this tells people what is important to that department. He also advised that after each presentation he would identify three big issues within the department.

b. Departmental Budget Presentations

A hard copy of each presentation was given to Council.

Ms. Faye L. Sellers, Clerk of Court: Gave a brief overview of her department including the number of employees, salaries and the services and duties provided by the department. She stated that their next goal is to get all plats filmed and in computer.

William E. Tomes, Facilitator: Stated the three big issues he heard in the Clerk's presentation were as follows:

- 1) Employee's pay
- 2) Juror's pay
- 3) Filing system for Civil and Criminal Court

Ms. Faye L. Sellers, Clerk of Court, also gave a brief overview of Family Court including the number of employees and the services and duties they perform. Stated that their budget looks okay except for technical support (QS1) and that in the next five years Family Court will probably be on a case management system. She also advised that at this time they did not have any other needs except they will need an addition to filing system which she will pay out of incentive money.

Kip Kiser, Coroner: Advised that the four basic responsibilities of the Coroner are to identify the deceased, notify the next of kin, determine the manner of death and determine the cause of death. He also gave a brief overview of the criteria for autopsies and other functions of the Coroner. Advised that the requirements to be Coroner have changed and gave a brief overview of summary of educational requirements.

William E. Tomes, Facilitator: Stated the three big issues he heard in the Coroner's presentation were as follows:

- 1) Deputy Coroner compensation
- 2) Increasing education requirements
- 3) Increasing case load

Judge Edwin M. Davis, Probate Court: Gave a brief overview of Probate Court including staff positions, salaries and the services provided by the Probate Court. Stated that they are in need of more space for record storage and pay increase for employees.

William E. Tomes, Facilitator: Stated the issues he heard in the Probate Judge's presentation were as follows:

- 1) More space for storage of records
- 2) Employee Pay

Rob Lee, Sheriff Gave a brief overview of the responsibilities and duties of the Sheriff's Department and the number of employees in the Sheriff's Department. He also gave a brief overview of the condition of the Sheriff's Department when he came and the condition of the Sheriff's Department at present and the many things they have accomplished.

William E. Tomes, Facilitator: Stated the issues he heard in the Sheriff's presentation were as follows:

- 1) Finances
- 2) Six year rotation for equipment

Kathy Sheeler, Treasurer: Gave a brief overview of the services provided by the Treasurer's office, salaries and the tenure of the employees in that office. State that they need more space and help with their telephone calls, as they receive so many calls that do not specifically pertain to their office. Advised that the three newest functions of their office that has been most appreciated by our taxpayers has been issuing decals and registrations and the others are website and accepting credit cards in person by their toll free number on the web.

William E. Tomes, Facilitator: Stated the three big issues he heard in the Treasurer's presentation were as follows:

- 1) Employee Pay
- 2) Technology needs such as server, etc.
- 3) Office directory (phone answering solution)

Judge Diane Winburn Dyches, Magistrate: Gave a brief overview of the Magistrate's Court, their purpose, mission, duties, objectives, staff and staff salaries. Stated that for the 2014-2015 Budget Year, they were respectfully requesting a 6% increase on the operational side to offset increase costs of maintaining the daily operations.

William E. Tomes, Facilitator: Stated the three big issues he heard in the Magistrate's presentation were as follows:

- 1) Operational costs
- 2) Case backlog
- 3) Pageland Courtroom renovations, technology, furniture and supplies

Brenda Branson, Director, Chesterfield County Library System: Gave a brief overview of the services provided by the Library System. Asked for an increase in staff salaries and fringe.

William E. Tomes, Facilitator: Stated the three big issues he heard in the Library System presentation were as follows:

- 1) Additional Staff/Increasing staff hours
- 2) Materials and book issues
- 3) Bring budget up to meet State regulations

Pamela Mills, Veteran's Affairs: Gave brief overview of services provided, goals and objectives, office hours, salary ranges of employees and mission of the Veteran's Affairs.

William E. Tomes, Facilitator: Stated the three big issues he heard in the Veteran's Affairs presentation were as follows:

- 1) Electronic Claims filing
- 2) Record Retrieval
- 3) Employee pay

Jim McGonigal, Director of Animal Services: Gave brief overview of departmental responsibilities, salaries, primary duties, statistics for 2013 and Service Statement of Animal Services.

William F. Tomes, Facilitator: Stated the three big issues he heard in the Animal Services presentation were as follows:

- 1) Increasing animal population
- 2) Spay/Neuter and licensing
- 3) New shelter/Van transport

Susie Jordan, Assessor: Gave brief overview of responsibilities/duties, county statistics, daily requirements, monthly requirements, yearly requirements, job descriptions of employees employee salaries and Mission Statement of the Assessor's Office. Advised that they need an additional person to work with GIS to fully utilize the program for the entire County. Requested pay increases across the board on Assessor's Job Titles because of increased job duties/cross training responsibilities. Stated they need more space for workstations and debit card machine to handle transactions. (Due to increased customer request)

Celeste Sanders, Assessor's Office:

William E. Tomes, Facilitator: Stated the three big issues he heard in the Assessor's Office were as follows as follows:

- 1) Employee pay
- 2) GIS
- 3) Mobile homes

Mike Orr, Director of Building Codes: Gave brief overview of services provided, goals and objectives, Mission Statement, employee salaries and employees in that department. Stated that Pam Jordan is the Officer Manager and handles the E-911 Addressing and does a great job. Advised that Andrew Smith just passed all tests to receive his SCLLR CBO or Chief Building Officer License which is the highest license offered by the State. Discussed possibly increasing certain fees and also decreasing certain fees.

William E. Tomes, Facilitator: Stated the three big issues he heard in the Building Codes presentation were as follows:

- 1) Pay increase
- 2) Continued education requirements
- 3) Increase/Decrease in fees

Sheila Gillespie, Jail Administrator, County Detention Center: Gave a brief overview of services provided, goals, staff, staff salaries, duties of detention officers, statistics and Service Statement of the Detention Center.

William E. Tomes, Facilitator: Stated the issues he heard in the Detention Center presentation were as follows:

- 1) Employee Retention
- 2) Salary

Dana Tarlton, E-911: Gave a brief overview of E-911 including Mission Statement, services provided, duties, staff, staff salaries, job requirements and how E-911 is funded.

William E. Tomes, Facilitator: Stated the three big issues he heard in the E-911 presentation were as follows:

- 1) Retention (Employee pay)
- 2) Upgrade System
- 3) Protocol of priority dispatch

Lisa Hancock, Interim Director – Emergency Management/Risk Management: Gave a brief overview of the primary duties, 3 Year Plan for EMD, LEMPG, accomplishments for 2013 and Emergency Management Mission Statement. Also gave an overview on Risk Management Mission Statement, the things Risk Management maintains, accomplishments for 2013 for Risk Management, 3 year plan for Risk Management and the Emergency Management/Risk Management Personnel.

William E. Tomes, Facilitator: Stated the three big issues he heard in the Emergency Management/Risk Management presentation were as follows:

- 1) An additional employee
- 2) More Space
- 3) Reduce number of Workers Comp Claims

Kevin Thurman, Information Technology Department: Introduced Cody Harvey, a new employee in the I.T. Department. Gave a brief overview of the Mission Statement, duties, salaries, objectives, third party vendors and the departments upcoming goals/projects. Stated that he would like to have a salary increase for employees and stated that the I.T. Department needed vehicles.

William E. Tomes, Facilitator: Stated the three big issues he heard in the I.T. Department presentation were as follows:

- 1) Vehicles
- 2) Salary
- 3) Multiple Contracts

Rose Gainey, Recycling Coordinator – Recycling/Landfill Department: Gave a brief overview of the responsibilities and goals of the Recycling/Landfill Department and department salaries. Also discussed the Recycling Center prices and advised that she would like to round the prices off to the next dollar on fees for Recycling Center. Example: Bagged Household Garbage .75 per bag (up to 33 GAL) would be changed to 1.00 per bag (up to 33 GAL). Also discussed staff salary.

William E. Tomes, Facilitator: Stated the issues he heard in the Recycling/Landfill Department's presentation were as follows:

- 1) Pay increase (Recycling Department)
- 2) Increase recycling rates

Ray Green - Building Maintenance Department: Gave brief overview of Mission, functions/responsibilities and goals of the Building Maintenance Department. Advised the department has three full time employees and one part-time employee.

William E. Tomes, Facilitator: Stated the issue he heard in the Building Maintenance Department was salary increase.

Jeff McCarn, Chesterfield County Public Works – Road Maintenance Department: Gave brief overview of services provided, duties, salaries, budget, goals and Mission of the Road Maintenance Department. Also discussed the need for the Ordinance pertaining to loggers being updated to keep them off paved roads.

William E. Tomes, Facilitator: Stated the three big issues he heard regarding the Road Maintenance Department were as follows:

- 1) Salary Increase
- 2) Bush Hog
- 3) Ditch bucket/pipe truck

David Deese, Chesterfield County Public Works – Fleet Maintenance Department:

Gave brief overview of department responsibilities, department personnel, department specifics, department budget and goals for the next three to five years regarding the Fleet Maintenance Department. Discussed items that he felt were needed by the Fleet Maintenance Department.

William E. Tomes, Facilitator: Stated the three issues he heard regarding the Fleet Maintenance Department were as follows:

- 1) Vehicles
- 2) Shelter for tanks
- 3) Generator/compressor

Denise Douglass, Administrator – Administration: Gave a brief overview of services provided by Administrator's Office, staff members/job titles, departments under Administrator/Number of Employees and the Mission of the Administrator's Office.

Ms. Douglass also gave a brief overview of the services, goals and objectives and Mission of the Clerk to Council, Finance Department and Department of Human Resources.

William E. Tomes, Facilitator: Stated that the issues he heard in regards to the Administrator's office were as follows:

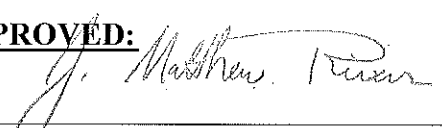
- 1) Document scanning
- 2) Getting ideas from employees

C. Heath Ruffner, County Attorney: Stated that he had been the County Attorney for sixteen years and appreciated all of Council and that he felt the County had a great group of employees and he had enjoyed working with all of them.

ADJOURN

Council Member Johnson made a motion to adjourn. Council Member Miller seconded the motion. Voting in favor of the motion was unanimous.

APPROVED:



J. Matthew Rivers, Chairman
Date:

ATTEST:



Susie Boswell, Clerk to Council