

CITIZENS BUDGET REVIEW COMMITTEE
Meeting Minutes – October 15, 2018

PRESENT:	Kathryn Dennis	Chancellor District
	Amanda Blalock	Berkeley District
	Dawn Napper	Battlefield District (arrived 7:02PM)
	Greg Bell	Lee Hill District
	Richard Thompson	Courtland District
	Scott Phelps	Courtland District Alternate
	David Trayer	Chancellor District Alternate
ABSENT:	Tim Bryner	Livingston District
	Shawn Davis	Salem District

Chairman Greg Bell called the meeting to order at 6:38 PM.

The Pledge of Allegiance was led by Richard Thompson and the invocation was given by Amanda Blalock. A quorum was confirmed.

The August meeting minutes' approval was deferred because the Secretary was absent. The motion was made by Richard Thompson and seconded by Amanda Blalock. The motion passed unanimously. The September meeting had been cancelled due to inclement weather.

New Business:

Chairman Bell gave an update to the Community Outreach leadership associated with United Way on the Ticket to Work program which concludes the series of presentations.

Kathryn Dennis and Scott Phelps met with Mark Taylor and Mark Cole in consideration of the County Administrator's Office. Amanda Blalock brought up a discussion about which budget was used because she was seeing an increase in the budget. She thinks because they were looking at two different budget years. Kathryn Dennis was going to compare and try to follow up.

Observations: Most of the budget consists of salaries and benefits. They have a very small (<\$50,000.00) operating budget. Increases in the operating budget are mainly due to the 2d year of implementation of the Evergreen Study and the COLA.

There is currently one approved but unfunded FTE for a third Deputy County Administrator.

Other employees in the County Administrators Office include a receptionist, an administrative assistant, the Deputy for Community Outreach (PIO), and the Deputy Clerk of the BOS.

Most duties are mandated by law or tasked by the Board of Supervisors. An example of a not mandated by law task was the development of the Strategic Plan.

Dawn Napper presented a report on her meeting with the Planning Department. The department has eleven employees. They stated a need of 1.5 FTEs one of which could be paid for by fees collected. They also stated a need for a Transportation Engineer. This department reviews all site plans for code compliances. The department also expressed a need for training their employees on the new software TRAK-IT. The RFP for the software did not include a training component.

The meeting was adjourned at 7:20 PM.