

**CHESTERFIELD COUNTY COUNCIL  
FINANCE COMMITTEE MEETING  
COUNCIL CHAMBERS  
April 10, 2024 . . . . . 10:00 A.M.**

**PRESENT:** Hattie Burns, Committee Chair and Committee Members Todd Smallwood and Douglas Curtis.

**OTHERS PRESENT:** Council Chair Rhett Butler; Council Members Ethan Foard and Mary Anderson; Timothy L. Eubanks, Administrator; Betty M. Boswell, Clerk to Council; Michelle Stanley, Finance Director and C. Heath Ruffner, County Attorney/Assistant Administrator. There were others in attendance who did not sign the sign-in sheet.

**PRESS:** Pursuant to the Freedom of Information Act, notice of the meeting, date, time, place of meeting and agenda were posted on the bulletin board at the County Administrative Offices, 178 Mill Street, Chesterfield, SC, and the County Website ([www.chesterfieldcountysc.com](http://www.chesterfieldcountysc.com)). In addition, it was made available to the newspapers and concerned citizens (*upon request*).

**CALL TO ORDER**

Committee Chair Burns called the meeting to order.

**ADOPTION OF AGENDA**

Committee Member Smallwood made a motion to adopt the April 10, 2024 meeting agenda. Committee Member Curtis seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

**APPROVAL OF MINUTES**

**a. March 6, 2024 – Committee Meeting**

Committee Member Curtis made a motion to approve the March 6, 2024 Committee Meeting Minutes. Committee Member Smallwood seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

**UNFINISHED BUSINESS**

**a. Pierce Group Benefits (Service Contract) – Eubanks**

Mr. Eubanks presented the Committee with a proposed contract with Pierce Group Benefits. He advised the company was asking that the County enter into a three-year contract. The Committee agreed with the Administrator that they did not wish to enter into a three-year contract. Mr. Ruffner suggested inquiring if Pierce Group Benefits would be willing to enter into a one-year contract.

**b. Convenience Center Fees – Council Member Foard**

Council Member Foard advised he would like for the County to look at considering a solid waste fee on tax bills and also increasing the hours of operation of the convenience centers.

There was discussion regarding this matter.

**UNFINISHED BUSINESS**

**a. 2024-2025 General Fund Budget Overview (2nd Draft)**

Ms. Stanley presented the Committee with information items for the Committee to take into consideration for the 202-2025 General Fund Budget.

Ms. Stanley reviewed the 2<sup>nd</sup> Draft of the 2024-2025 General Fund Budget with the Committee.

**Non-Departmental:**

Ms. Stanley advised that the Public Defender's office had requested a \$10,628.00 increase.

**County Council Members/Attorney:**

Ms. Stanley asked the Committee if they would like to leave \$4,000.00 in Account No. 100 410 100 253 Travel/Training (Economic Development Related) and the Committee agreed to leave as budgeted.

**Register of Deeds:**

- 100 412 300 110 Salaries - Requested COLA for employees. The Committee will take this up with all departmental salary increase requests.

**Probate Court:**

- 100 412 400 252 Travel/Training – Requested a \$500.00 increase. The Committee agreed to the increase of \$500.00.
- 100 412 100 610 General Supplies – Requested an increase of \$4,500.00. The Committee agreed to the increase of \$4,500.00.

**Magistrates:**

- 100 412 500 110 Salaries - Requested COLA for employees. The Committee will take this up with all departmental salary increases requests.

**Voter Registration:**

- 100 414 100 252 Travel/Training – Requested a deduction of \$1,000.00. The Committee agreed to the deduction.
- 100 414 100 420 Custodial/Pest – Requested an increase of \$400.00. Ms. Stanley is to get more information regarding this request.
- 100 414 100 610 – General Supplies – Requested that this line item be combined with 100 414 100 750 Election Expense (election year). The Committee agreed to combine these two line items.

**County Administrator:**

- 100 415 100 110 Salaries - Requested COLA for employees. The Committee will take this up with all departmental salary increases requests.

**Assessor:**

- 100 415 210 110 Salaries - Requested 5% COLA for employees. The Committee will take this up with all departmental salary increases requests.

**Auditor:**

- 100 415 300 110 Salaries - Requested COLA for employees. The Committee will take this up with all Departmental salary increases requests.

**Treasurer/Delinquent Tax Collector:**

- 100 415 400 110 Salaries - Requested COLA for employees. The Committee will take this up with all departmental salary increases requests.

**Building Codes Enforcement:**

Requested three new trucks for inspections. This matter was tabled for now.

**Public Buildings/Maintenance:**

100 416 100 720 Buildings/Grounds - Requested the purchase of a mini-excavator. The Committee asked staff to obtain more information.

**I.T./Computers:**

- 100 419 100 110 Salaries: Computer Technicians – Requested a 10% salary increase for Director for websites (County/Library) hosting and meeting recordings.
- 100 419 100 340 Technical Support – Requested a transfer (decrease) of \$20,000.00 to salary/fringe. The Committee agreed to decrease this line item by \$12,000.00.
- 100 419 100 620 Email Server (County Departments user costs) – Requested an increase of \$2,500.00 due to price increase and more emails added Library. The Committee agreed to this increase.

**Sheriff's Department:**

- 100 421 100 110 Salaries - Requested salary increase of \$5,000.00 per employee. The Committee will take this up with all departmental salary increase requests.
- 100 421 100 254 Uniforms/Equipment – Requested a \$5,000.00 increase. The Committee agreed to this increase.
- 100 421 100 330 Doctors/Physicals – Requested a \$2,000.00 increase. The Committee denied this request.
- 100 421 100 410 Utilities – Requested a \$20,000.00 increase. The Committee agreed to a \$2,000.00 increase.
- 100 421 100 626 Gasoline – Requested a \$90,000.00 increase. The Committee denied this request.

- 100 421 100 720 Buildings/Grounds – Requested a \$10,000.00 increase. The Committee denied request.
- 100 421 100 800 Animal Control Expenses – Requested \$10,000.00 increase. The Committee asked staff to obtain more information regarding this request.
- 100 421 100 897 Dog Fee/Veterinarian – Requested \$10,000.00 increases. The Committee agreed to this request.
  - Requested County to fund \$25,000.00 for warrants that is currently funded from Home Detention Account. The Committee denied this request.

**Detention Center:**

- 100 421 200 110 Salaries - Requested salary increase of \$5,000.00 per employee. The Committee will take this up with all department salary increase requests.
- 100 421 200 252 Travel/Training – Requested \$10,000.00 increase. The Committee asked staff to obtain more information regarding this request.
- 100 421 200 530 Communications – Requested \$15,000.00 increase. The Committee asked staff to obtain more information regarding this request.
- 100 421 200 720 Buildings/Grounds – Requested \$25,000.00 increase. The Committee denied this request.
- 100 421 200 846 Prisoner Food Cost – Requested increase of \$19,734.00. The Committee requested staff to obtain more information regarding this request.
- Requested 4 slots from Staffing Analysis with \$20,000.00 salary increase and \$9,000.00 in fringe. The Committee tabled this request.

**Coroner:**

The Committee tabled all requests.

**Telecommunicators:**

- Requested COLA for employees. The Committee will take this up with all department salary increase requests.
- 100 422 400 252 Training/Travel – Requested a \$5,000.00 increase. The Committee denied this request.
- 100 422 400 254 Uniforms – Requested \$500.00 increase. The Committee denied this request.

**Animal Shelter:**

- 100 422 500 110 Salaries/Animal Shelter - Temporary part time person – The Committee tabled this request.
- 100 422 500 331 Spay/Neuter Voucher Program – The Committee tabled this request.

**Emergency Preparedness/Risk Management:**

- Requested COLA for employees. The Committee will take this up with all department salary increase request.

- 100 429 100 610 General Supplies – Requested increase of \$1,500.00. The Committee agreed to this request.
- 100 429 100 862 CP&L Expense – Requested \$500.00 increase. The Committee agreed to this request.
- 100 429 100 865 Risk Management Supplies – Requested a \$6,800.00 increase. The Committee agreed to a \$5,000.00 increase.
- Requested \$10,000.00 aid in purchase of new F250 for Deputy Director. May be able to fund all on grant. The Committee tabled this request.

**Landfill & Recycling:**

- Requested COLA for employees. The Committee will take this up with all department salary increases requests.

**Veteran's Affairs:**

- Requested COLA for employees. The Committee will take this up with all department salary increases requests.

**Library:**

- Requested same funding as fiscal year 2023-2024 – Committee agreed to this request.
- Requested COLA for employees. The Committee will take this up with all department salary increase requests.

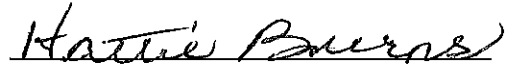
**Economic Development:**

- 100 465 100 110 Salaries – Requested 10% for two employees and a 15% salary increase for one employee, in addition to COLA. The Committee will take up this request with all department salary increases requests.
- 100 465 100 252 Travel/Training – Requested \$7,725.00 increase. The Committee agreed to this request.
- 100 465 100 410 Utilities – Requested \$1,500.00 increase. The Committee denied this request.
- 100 465 100 610 General Supplies – Requested \$250.00 increase. The Committee agreed to this request.
- 100 465 100 720 Buildings/Grounds – Requested \$2,500.00 increase. The Committee agreed to this request.
- 100 465 100 742 Vehicles – The Committee table the request to purchase one vehicle. The Committee requested that staff get more information.

**ADJOURN**

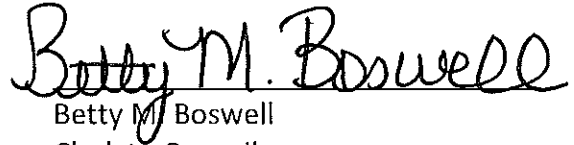
Committee Member Curtis made a motion to adjourn. Committee Member Smallwood seconded the motion. Voting in favor of the motion was unanimous. Motion passed.

**APPROVED:**



Hattie Burns, Committee Chair  
Finance Committee  
Dated: April 24, 2024

**ATTEST:**



Betty M. Boswell  
Clerk to Council