

Open Work Session

FY19 Budget – Internal Auditor Overview/Budget Work Session Dates and Times

May 1, 2018

Mrs. Hurley said she believes the Internal Auditors wanted to give a quick overview of what they have put together as far as how they want to present the budget to Council. She said they also need to talk about the Budget Work Session dates and times as well.

Mr. Roser said, very quickly, they are in the process of reviewing the budget. He said they put Department level evaluations in selected Departments in Council's published materials in the front, and all selected Department sections have included a spreadsheet analysis with calculated year over year increases and decreases. He said increases and decreases in excess of 10 percent are color coded green and red respectively. He said, additionally, they have chosen subtotals by chosen count of categories, salaries, operating expenses, capital expenses, etc., and they are doing some more work that is forthcoming. He said they released another report yesterday, and they would like to spend some more time with this budget. He said they have only had it for nine working days, and they have a lot more information they would like to submit, maybe at the next meeting. Mr. Cannon said Council appreciates what they have prepared already.

Mrs. Hurley said she needs to get some idea from Council as far as when they want to start having the Budget Work Sessions, and what times are convenient for them. Mr. Cannon said he would hate to have a Work Session, and then Mr. Roser might decide it does not give him enough time to prepare something that he may feel really needs to be addressed if there are any red flags that come up. He then asked if there are any particulars, to which Mr. Roser responded, with all due respect, it is two weeks until the next meeting, and they have done a lot of number crunching, so he does not really see that as a problem. Mr. Cannon asked, if they start to schedule meetings with Departments next week, will they be overlooking something in an interview with a particular Department, to which Mr. Roser responded, probably not, for the most part. He said he would stay away from Human Resources and personnel matters until they have had more of a chance to look at it.

Mr. Cannon asked when the absolute deadline is, to which Mrs. Hurley responded, the budget is supposed to be adopted by June 1st, but that can be extended by Resolution of the Council to June 15th.

Mr. Cannon asked what Departments Council feels, at this time, they should have discussions with. He said, obviously, the Board of Education is going to be a high priority. Mr. Joe Holloway said he does not know if they need the Fire Department to come in, but they need to address the fire services, and he thinks they need to have that. Mr. Cannon said that brings up a good point. He then asked if they should meet with the Salisbury Volunteer Fire Department as far as what their grievances are, to which Mr. Joe Holloway responded, he does not think Council can do anything about it. He said he thinks it would be fine to meet with them, and it would be cordial, but they cannot put it in the budget. Mr. Cannon said it would be one of those other things where they would have to make a suggestion or recommendation. Mr. Kilmer said they cannot put Roads money in the budget either, and it is all just recommendations, to which Mr. Cannon responded, it really is. Mr. Kilmer said he thinks what they have written down looks pretty good. He said he would recommend the State's Attorney's Office be added. Mrs. Hurley said the paper in front of Council is how it was scheduled last year. Mr. Kilmer said, if this is what they did last year, he does not think they need Elections. He said he has not heard anything about their budget this year. Mr. Cannon said they have the Board of Education and the Library, and they definitely have to talk to the Library. Mr. Kilmer again said they need to talk to the State's Attorney. Mr. Cannon then asked

what they would talk to the State's Attorney about, and they could just have a Work Session if Mr. Kilmer wants to know what their goals are, to which Mr. Kilmer responded, he thinks it might be worth it to talk to the State's Attorney's Office. Mr. Cannon said Wor-Wic needs to be brought in, Corrections, the Board of Education, the Library, and the State's Attorney. He asked if anybody has any other Departments they would like to talk to, to which Mr. Davis responded, the Sheriff's Office. Mr. Kilmer added Roads. Mr. Roser suggested that Council talk to IT as they have completely restructured how the County pays for computers and software, and it might be a good idea to talk to Mr. Micciche about how that is working. He said that is just as a suggestion. He said there also are a lot of changes in their hospitalization, and Council may want to talk to Human Resources about that.

Mr. Joe Holloway asked how everyone feels about night meetings. He said he has some issues with daytime meetings, and he just wondered how that would work. Mr. Cannon said they have nine different Departments they want to work with. He said they have to take those nine Departments, figure out what the timeframe is, and then break it down as to how many they want to handle a week. He said, once they get an idea of that, they can narrow it down as to what days of the week they want to do it. Mrs. Hurley clarified, the process in the past has been that Council tells her which Departments they would like to bring in and she then takes that list to Mrs. Lisa Taylor in the Executive's Office. She said Mrs. Taylor then coordinates with the Department Heads to schedule them coming in. She said she will give Mrs. Taylor the dates Council is available. Mr. Cannon said he believes they started out by establishing which days Council would be available because it does not do any good if a Department Head can make it if Council cannot. He said they have four weeks, to which Mrs. Hurley responded, yes. She said they have to have time for the Budget Sessions, and then a recap Session. Mr. Cannon said they could begin Monday, May 7th and they could have two that week, two the next week, and then three the following week. He said that would take them through the end of May, and give them two weeks in June. Mr. Kilmer said he thinks they should try to meet with the Department Heads for the next three weeks, and then leave the wrap-up for the last week in May. He said some of these Sessions will only be half an hour. He said the Board of Education probably needs to be longer, as well as Roads. He said IT could probably be half an hour. Mr. Cannon said they need to know what dates Council will be available. Mr. Kilmer said, generally, if Mr. Joe Holloway wants to do evenings, that works for him, to which Mr. Dodd responded, he does not know how that would work for the Department Heads. Mr. Cannon said the Library and the States Attorney's Office will probably be rather quick, he would assume. He asked if they could try to throw Wor-Wic in there as well and do three in a two-hour session of a day. He asked if that would work, to which Mr. Davis responded, yes. Mr. Cannon said IT and Human Resources will not take very long, to which Mr. Roser responded, they could throw something else in on that day. Mr. Cannon said they could put Public Works in there. He said they would do one day with the Board of Education, one with HR, IT, and Public Works, and another meeting with the Library, State's Attorney, and Wor-Wic, and another day with Corrections and the Sheriff's Office. Mr. Cannon asked if Council thinks they can combine any of those, or do they need a separate day just for Board of Education. Mrs. Hurley asked if they are bringing in Recreation and Parks, to which Mr. Kilmer responded, he would like to talk to them about some things. Mrs. Hurley said she has a total of ten Departments. Mr. Cannon asked if it would be a budget related matter, or more of a Work Session, to which Mr. Kilmer responded, it would be more to do with the budget. Mr. Dodd said it would be like a Work Session. Mr. Joe Holloway asked if they could do some at their next Council Meeting, to which Mr. Kilmer responded, it depends on what Mr. Cannon puts on the Agenda. Mrs. Hurley said, right now, they have a very full Agenda.

Mr. Cannon said they could have IT, HR, and Public Works, and he is trying to figure out where they would throw Recreation and Parks in. He asked if they wanted to double that up with the Board of

Education. Mrs. Hurley suggested they give Mrs. Lisa Taylor some dates and times along with the Departments Council would like to see, and then let her fill in the blanks. She said they could tell Mrs. Taylor how much time they will need with each Department, to which Mr. Cannon responded, he was only trying to see how many meetings it was going to take, four or six. He said, right now, if they keep Education separate, they have to figure out where to put Recreation and Parks, and then they can do all the dates. Mrs. Hurley clarified, she is saying that the Sheriff may not be available the same day as Dr. Hoy, to which Mr. Cannon responded, he is trying to see what could be done in a certain timeframe. He said he knows they could do IT, HR, and Public Works all at one time. He said it may get fragmented, but then maybe they could interchange Public Works with Recreation and Parks. Mr. Dodd asked if they can just go with two different dates, and then fit the Departments in, to which Mrs. Hurley responded, that is how they did it last year. Mr. Kilmer said he thinks most of them will be half an hour, except Education, which would be an hour. He said Public Works and HR will probably be 45 minutes, and they should do as Mrs. Hurley suggested and throw the dates out to the Executive's Office to see when those people are available, and then fit them in the time slots. Mr. Cannon said that is really where they should be going, and they should be evaluating how much time it is going to take. He said the Board of Education is probably going to be an hour and a half, to which Mr. Dodd responded, they only gave them an hour last year. Mr. Davis said Council already knows what they want. Mr. Kilmer said the problem is not what they want; it is, if Council wants to give them something, they have to find it somewhere else. Mr. Cannon said he thinks Public Works could be done in a half hour. Mr. Weston Young, Assistant Director of Administration, who was sitting in the audience, said he thinks Public Works will need 45 minutes because they are covering Roads, Solid Waste, and Public Works in general, so he would give them more time. Mr. Cannon asked if Recreation and Parks would be half an hour, to which Mr. Weston Young responded, they may want more time as well because that includes the Civic Center, Recreation and Parks, and Tourism.

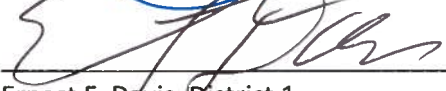
Mr. Kilmer asked how many hours each day they want to do, to which Mr. Cannon responded, he does not like to do more than two hours in one session per day. He said, otherwise, everything gets a little blurry after that, so it would be about an hour and a half, and then a half hour discussion amongst themselves. Mr. Dodd said he would prefer first thing in the morning, to which Mr. Kilmer responded, Mr. Joe Holloway wanted evenings. Mr. Joe Holloway said that will inconvenience the employees terribly. He said Mondays and Tuesdays are ideal for him. Mr. Kilmer asked if they could focus on Mondays and Tuesdays at 9:30 a.m. Mr. Cannon said it looks like they are going to need four sessions. Mr. Cannon said he cannot do Monday May 7. He said Thursdays always seem better for him. Mr. Joe Holloway said he does not like to mess up a whole day for just two hours. Mr. Dodd said, last year when they did it, they started at 10:00 a.m. and were done by 2:00 p.m. Council decided on May 8 at 9:30 a.m. for three hours, May 21 at 9:30 a.m., and May 22 at 9:30 a.m. Mr. Dodd said Council will have to work around the Department Heads. Mr. Joe Holloway said the States Attorney, Sheriff's Office, and Board of Education are all elected, so, at some point in time, they will have to come see Council because it is their budget. Mr. Dodd asked if Mrs. Hurley will send this out to Council tomorrow, to which Mrs. Hurley responded, she will send the list to Mrs. Taylor and have her coordinate. Mr. Cannon said they will have to do wrap up sessions. Mr. Dodd said they have to have the budget in by June 1, unless they do a Resolution to extend it. Mr. Kilmer said they can schedule the wrap up session at a later date. There was no further discussion.

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John T. Cannon, President

Larry W. Dodd, Vice President, District 3



Ernest F. Davis, District 1



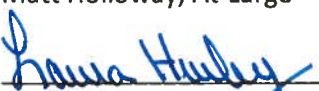
Marc Kilmer, District 2

absent _____
John B. Hall, District 4



Joe Holloway, District 5

absent _____
Matt Holloway, At-Large



Laura Hurley, Council Administrator