



PUBLIC WORKS DEPARTMENT STRATEGIC PLANNING SESSION

Friday, April 6, 2018
3:00 p.m. – 6:30 p.m.
City Hall – Conference Room

MINUTES

Present: Chairman Carlos Williams; Committee Members Angela Douglas and Annie Reid; Public Works Director Reginald McBeth and Clerk Sylvia Young.

Call to Order: Chairman Williams called meeting to order at 3:00 p.m.

STRATEGIC PLANNING SESSION:

Purpose of Meeting – Chairman Williams stated that the purpose of Public Works Strategic Planning Session is to guide department to where we are going and how to get there. To discuss and outline short-term and long-term goals for department.

Vison Statement – The Committee discussed visionary concepts and drafted the following Vision Statement:

“The Public Works Department will be an innovative and environmentally-friendly division of the City of Chester that maintains a clean, healthy, and safe quality of place through efficient beautification, sanitation, maintenance, and zoning services.”

Mission Statement – The Committee discussed mission concepts and drafted the following Mission Statement:

“The mission of the Public Works Department is to provide comprehensive, efficient, reliable, and responsive public works, building, and zoning services to the citizens and business owners in the City of Chester.”

“This mission is accomplished by efficient use of resources, fostering teamwork and collaboration, coordinating effective partnerships, and maintaining excellent communication with the public.”

Values Statement (Our Environment & Culture) – In detail, the Committee discussed value concepts such as integrity, respect, and responsiveness. They discussed value concepts for Employee Specific and Internal and External stakeholders.

BUDGET PLANNING:

The Committee discussed the Budget Planning 2018-2019, funding priorities and strategy for department. The following items were discussed:

- Grants Update – USDA applications, DHEC grant for Baler and other grants/funding opportunities to be discussed in subsequent meetings.
- Funding Priorities
- Budget Request - Additional Staffing Needs
- Equipment Request
- Others – To be discussed in subsequent meetings.

DEPARTMENTAL CHALLENGES:

The Committee discussed the following Departmental Challenges:

- Human Resource
- Equipment and Work
- Organizational
- Recommendations

STRATEGIC GOALS:

Goals & Objectives - (The What & The How): In detail, the Committee discussed the departments goals and objectives. After discussion, the following are drafts for departmental goals (Guiding Principles) and objectives (Measurable Strategies):

- Community Outreach
- Facility Improvements
- Expansion of Services
- Invest in People
- Efficiency and Cost-Effectiveness

Actions – To be discussed in subsequent meetings.

With no further discussion, Chairman Williams made a motion to adjourn meeting at 6:30 p.m. Committee Member Reid seconded motion. The motion carried unanimously.

Respectfully Submitted By,

Sylvia Young