

City Administrator's Bi-Monthly Update



“Telling Our Story” February 1-15, 2024

LEADERSHIP

- *Application documents submitted* to South Carolina Department of Parks, Recreation & Tourism to complete legislative earmark application for Aquatic/Fitness Center phase one roof repair award (\$500,000.00).
- *Planning Meeting with State Historic Preservation Office*, a division of the S.C. Department of Archives and History as a member of the Certified Local Government (CLG) program. The CLG program is a designation and partnership program between the National Park Service, the state preservation offices, and local governments. The City of Chester has had the CLG designation since 1988.





- *Catawba Region City/County Administrators/Managers Networking Lunch* with York, Union, Lancaster local government managers.
- *Safe Streets and Roads For All Peer Learning Session*. The Bipartisan Infrastructure Law (BIL) established the Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over 5 years, 2022-2026. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries. Over \$3 billion is still available for future funding rounds. The SS4A program supports the U.S. Department of Transportation's National Roadway Safety Strategy and our goal of zero roadway deaths using a Safe System Approach.
- *Technical assistance session* with City of Chester Recreation Manager to support grant application preparation (bathroom renovations for Joe Collins Stadium) from the South Carolina Park and Recreation Development Fund (PARD) Program. The PARD grant program is a non-competitive reimbursable grant program for eligible local government or special purposes district entities, which provide recreational opportunities within each county.
- *Weekly Team Meetings* to ask questions, go over open items, provide feedback, and discuss present and future projects.
- *Weekly Work Plan* Discussion





SUPPORT CITY COUNCIL

- *Planning, research, and agenda prep for Council Budget Work Session* on February 24
- *Sponsorship letter and flyer prepared for City Council* to reach out to local sponsors to financially support City 's National Fitness Campaign Outdoor Fitness Court with the opportunity for their business logo placement on the fitness wall.
- *Follow-up meeting with national vendor* offering Budget Cycle Management software, focused on helping local governments streamline the annual budgeting process by improving the collection, creation, and communication of their budgets.
- *Council Member Drop-In* at Boykin& Davis, LLC during Hometown Legislative Action Day.

ENGAGING PEOPLE

- *Public Works Committee Meeting* on Monday, February 5
- *Sheriff reelection campaign kickoff* on February 8
- *Meeting with CURES for Chester leadership* to discuss boulevard banners placement for the Hometown Heroes program.
- *Attended Chester County Tourism Fair 2024*





CITY OPERATIONS

- *Evolve/ City of Chester Permit Configuration meeting* with Evolve Permit Software Implementation Team.
- *Catawba Regional Council of Governments Planning Meeting* for making grant application to RIA Infrastructure Planning Grant for the Chester Stormwater Study.
- *Chester Police Department renewed its contract with the State Plan of Operation* which includes the Department of Defense and the SC state coordinator. This is a program that offers Law Enforcement support by providing equipment that is more than the needs of the Department of Defense. The program, often called “1033”, allows agencies to request property for department use in a variety of areas including disaster related emergencies, counter drug task force, small arms, and several other areas. To have access to necessary LE equipment at no cost or a fraction of actual cost is a great asset for our department and the City.
- *City Fire Department* responded to 70 calls (1 house fire on Walker Street)
- *SCDOT/ City of Chester* Public Works Coordination Meeting
- *City Bookkeeper started Government Finance Officer (GFOA) training.* Pursuing Certified Public Finance Officer (CPFO) certification.





- *City Human Resource Office successfully completed the 2023 Workers' Compensation-Payroll Audit*, that included the following: quarterly payroll reports, State Employment Security reporting (UCE-120); credits for employee overtime; Contractors/Subcontractors – Liability Insurance Coverage; Payroll journals; payroll software; Average employee counts

Upcoming Meetings & Events

- Properties Committee, February 20, at 5:30
- Economic Development Committee, February 20, at 6:30
- Council Budget Work Session, February 24, at 9:00
- Full City Council Meeting, February 26, at 6:30

Four primary duties of City Administrator:

- Leadership
- Engaging people
- Advising City Council
- Managing City Operations

