

City Administrator's Bi-Monthly Update



“Telling Our Story”

January 15-31, 2024

SUPPORT CITY COUNCIL

- *Draft Work Plan developed from City Council Goal Setting Meeting* with work activities and objectives developed for 4 must do City goals for 2024-2026:
 - Implement practices to enhance the City's financial position
 - Create and Implement Strategic Plan for Police Department
 - Create and Implement Strategic Plan for Recreation Department
 - Develop City Council Operating and Administrative Procedures Manual (Administrator Priority)
- *Worked with Chester Metropolitan District* to get pricing for water bill insert to communicate to citizens what the City collects in household garbage and what the City does not pick up as a strategy for combating illegal dumping including couches, appliances, TVs, and tires.





- *Consultation with nonprofit advisor* to recommend formal process for recruiting potential board members for Chester Live Non-Profit Board.
- *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.

LEADERSHIP

- *Weekly Department Head Team Meetings* to ask questions, go over open items, provide feedback, and discuss present and future projects.
- *Weekly Work Plan* discussions.

ENGAGING PEOPLE

- *Meeting with Chester County Assessor and Auditor* to discuss Historic District Boundaries, Entertainment District overlay, Bailey Bill update, Annexation, and Building Permits.
- *Request made for routine intergovernmental gatherings with local government leaders* to build and maintain relationships, learn about current events in Chester, and to promote regional cooperation on issues impacting local governments throughout Chester.
- *Full Council Meeting on January 22, 2024.*
- *Focus Group with Centralina Regional Council* for regional sustainability planning and decision-making process for the Charlotte-Concord-Gastonia NC/SC Metropolitan area, which includes Chester, Lancaster and York counties in South Carolina and Anson, Cabarrus, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg,





Rowan, Stanly and Union counties in North Carolina, funded by The US Environmental Protection Agency.

- *Workability Winter Wonderland Gala at the Gateway and Chester Development Association Annual Banquet*

CITY OPERATIONS

- *Ordinance Zoning Request NC to R-10: 201-06-06-034* – First Reading
- *Meeting with community stakeholders and Clemson Extension staff to discuss vision and future of community garden, agribusiness center and Chester pavilion*, including the need for strategic planning and management to recapture the original purpose of the agribusiness spaces.
- *Grant writing for Website Redesign Project* is underway to enhance the city's digital presence, with work on the project budget and project schedule section of the T-Mobile Hometown Grant application for a website redesign proposal.
- *Recreation Department* hosted the City Parks and Recreation Football Banquet 2024 and engaged Chester County Recreation in a process to start assessing City park needs and conditions.
- *Completed Grant Application for Boot Camp* for the Local Infrastructure Hub Program in support of city applications for upcoming Federal Infrastructure Investment and Jobs Act (IIJA) and Inflation Reduction Act (IRA) programs.
- *Catawba Regional Council of Government* has offered to prepare a Rural Infrastructure Authority application for Chester to apply for RIA funds for a stormwater drainage study under the Infrastructure Planning Program.
- *City Fire Department* responded to 74 calls (1 house fire, and 1 commercial fire building Fire on Saluda Street)





- **City Police Department**, including the Chief, attended the South Carolina Law Enforcement Network meeting. Discussions with “MAD” Mothers Against Drunk Driving and LEN staff, learning about additional victim assistance programs, upcoming traffic task force enforcements, along with 2023 statistics of traffic collisions throughout the state of SC.
- **City Public Works** conducted 30 Business Licenses transactions and issued 20 construction permits

Upcoming Meetings & Events

- Public Works Committee, February 5, at 5:30
- Budget work Session, February 24, at 9:30
- Special Called City Council Meeting, February 1, at 6:30
- Full City Council Meeting, February 26, at 6:30pm

Four primary duties of City Administrator:

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

