

City Administrator's Bi-Weekly Update



“Telling Our Story”

January 1-14, 2024

LEADERSHIP

- *Weekly Department Head Team Meetings* to ask questions, go over open items, provide feedback, and discuss present and future projects.
- *100-day plans for myself* (highest priority projects and change targets starting in February)

ENGAGING PEOPLE

- *Annual MLK Day Parade participation with our inaugural Chester City Council Float demonstrating the spirit of unity* championed by Dr. King as we work together to shape a positive future for the community.
- *Meeting with Chester County Parks, Recreation, and Tourism leadership* where City staff pledged support for the County Tourism Fair on February 1.





- *Special Events Committee Meeting* delved into the future, forecasting plans during their 2024 planning meeting.
- *County Emergency Management Director meeting* held to brainstorm and prepared for the recent severe weather events.
- *Recreation Plan Grant research* began with discussions started with leadership from the Catawba Regional Council of Governments to learn about using funding from the SC Parks and Recreation Development Fund to prepare a City recreation plan. A Recreation Plan is a must-do priority for Chester City Council.
- *Grant writing for Website Redesign Project* is underway to enhance the city's digital presence, with work on the project background section of the T-Mobile Hometown Grant application for a website redesign proposal.

SUPPORT CITY COUNCIL

- *City Council Goal Setting Meeting* facilitated by Municipal Association of South Carolina (MASC) Field Services Manager saw active participation from all 9 Chester City Council members, setting the tone for annual strategic planning and City budgeting.
- *Meeting with a nonprofit advisor* as this community initiatives gained momentum, with a discussion of the process to establish "Chester Live," addressing management and organizational needs.





CITY OPERATIONS

- **Re-inspection and reopening of the fitness and aquatic center pool** marked a positive turn as SCHEC pool inspectors approved our improvements to our indoor pool conditions
- **City received and responded to at least 7 calls of flooding and downed trees.**
59 White St: Tree down across the Street; 151 Saluda Street: Flooded Street with trapped motorist; 135 McClure Street: Flooded apartment complex; 114 Frazier Drive: Flooded area with Hospice patient trapped in the home; 117 Frazier Drive: Flooded area with two elderly people trapped in home; 113 Sunset Drive: Large tree and powerlines down due to flooding; 10 Freedom Drive: Tree down blocking street due to flooding water.
- **Fire Department responded to 19 calls in one day** and responded honorably to two calls with fatalities. Week two brought challenges that the Public Safety (Fire, Public Works, and Police) leadership met head-on, responding to several severe weather calls with dedication.
- **Pre-Construction Meetings** held with City Engineer and Project Manager
 - Agribusiness Center/Chester Pavilion project
 - Evergreen Cemetery Street and Stormwater Drainage Improvements project
 - City of Chester Sidewalk Replacement on Gadsen Street project.
- **Pre-Construction Meeting** conducted with outdoor fitness slab construction contractor.
- **Reestablished the City of Chester Safety Committee** tasked with developing and administering our occupational safety program.
- **Financial Professional Services Meeting** conducted with long-time finance consultant to discuss professional services for the City including bank reconciliations, financial statements, and accounting.





- *Police Department recruited three new officers and onboarded a new victim advocate* for the City of Chester.
- *WorkSmart Pledge/Action Plan finalized* with the Risk Management Services programs of the Municipal Association of South Carolina, aimed at assisting members facing challenges due to poor claims experience. We are thankful for their technical assistance and support for our improvement.
- *Police Department seeking accreditation* started by having a productive meeting with a coordinator from the S.C. Law Enforcement Accreditation. This marks the beginning of the accreditation process for the Chester Police Department, reflecting our dedication to achieving the highest standards of professionalism and service. The Police Department worked on a comprehensive overhaul of administrative files, introducing streamlined departmental forms, and continued updating police policies and procedures. They organized training sessions for police staff and engaged in negotiations with a new vendor, securing competitive pricing for essential equipment and uniforms for our entire staff.

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Upcoming Meetings & Events

- Economic Development Committee Meeting, January 16, 2024, at 6:30pm
- Properties Committee Meeting, January 16, 2024, at 5:30pm
- Full City Council Meeting, January 22, 2024, at 6:30pm

Four primary duties of City Administrator:

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

