



ADMINISTRATOR'S REPORT
OFFICE OF THE CITY ADMINISTRATOR
WESTMINSTER, SOUTH CAROLINA

GENERAL INFORMATION

Please accept this memo as the first City Administrators Report for the week ending November 13, 2020. I anticipate providing this report to you each week as a summary of sorts with the intent to keep you all informed on the work of your city staff and the workings of the organization.

I spent the first few days this week working to get to know the staff and the work that they are doing. I am generally impressed with the quality of the staff. I want to make sure they are well trained for the work we ask them to do and are equipped to do all of their work safely. I do not have any specific concerns; I mention that only as a course of what I believe to be proper assessment.

Going forward you can expect weekly information from each department. I will plan for now to distribute this report to you before the close of business on Friday each week. On the following Monday staff will post the report in its entirety on the City's website in an effort to keep citizens, rate payers and the general public informed.

PMPA

On Wednesday I attended a teleconference with Mayor Ramey to discuss the PMPA upcoming budget (the fiscal year is January to December). There did not appear to be much beyond what could be considered normal and routine with one exception that will have an impact on the City of Westminster: PMPA is preparing for an executive director transition, the first it has seen in more than a decade. Coleman Smoke will be retiring before the end of Q2. In anticipation of that the Board of Directors is planning to hire Mr. Smoak's successor who will begin work in the month of January.

PLEASE MARK YOUR CALENDARS

Saturday, November 14, 2020 beginning at 11:00 pm until Sunday, November 15, 2020 at 5:00 am:
Planned power outage, city-wide.

December 6, 2020 beginning at 6:30 PM, downtown Westminster: Christmas parade and tree lighting.