



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

December 18, 2020

GENERAL INFORMATION

City Staffing plans

As noted at the December 10, 2020 City Council Meeting, City Hall is closed to the public and staff has divided into two teams of two, alternating work days. This is in order to mitigate the risk of a COVID-19 induced City Hall shutdown. As the week progressed, the utility department divided each functional group into teams for the same purpose. At this time, city staff are managing operational and service needs at base levels.

Hall Street Property

The closing for the Hall Street property purchase is scheduled for 3:00 pm, Friday December 18, 2020 (today).

Municipal Association of South Carolina

Attached is an information sheet and schedule for the Municipal Elected Officers Institute of Government. If you choose participate and would like assistance registering, please let me know.

2020 Independent Financial Audit

Work has begun on the 2020 audit. Representatives from McKinley Cooper are scheduled to be on site at City Hall the week of January 11, 2021 to conduct field work for the 2020 audit.

PMPA

- Please see the attached agenda for the December 17, 2020 PMPA Board Meeting. Take away's from the meeting are:
 - The Board approved the 2021 Budgets as follows
 - 2021 General & Administrative Expense Budget \$ 7,156,000
 - 2021 Capital Budget \$ 9,745,000
 - 2021 Operating Budget \$ 239,902,000
 - The Board of Directors voted to keep the All Requirements Rate the same, and add a temporary credit to the Base Billing Demand Charge. The new credit will take effect with the February 2021 bill and run through the December 2021 bill. The amount of the credit will be calculated after PMPA's fiscal year-end in the following manner: using the December 2020 Financial Statements, the credit will be the amount, rounded to the nearest million dollars, that when subtracted from unrestricted cash leaves approximately 200 days of cash remaining in unrestricted funds. The total credit will be divided equally into the eleven-month period from February 2021 through December 2021.
 - Also attached is a copy of Moody's Investors Service rating report issued November 13, 2020 on PMPA. Of note, the rating report indicates a consideration of the days of unrestricted cash on hand.
 - The new Executive Director is scheduled to begin January 4, 2021.

- PMPA covers the expense of one person from the City of Westminster to attend the South Carolina Economic Developers Institute. We make first priority for the Council to fill the slot, if none of you choose to attend, I will designate a city staff member to attend. Please see the link below and let me know if you are interested in participating for 2021. There is in-state travel involved as well as four over-night stay. The link: <https://www.sceda.org/page/68>

PLEASE MARK YOUR CALENDARS

December 21, 2020 at 4:00 pm – OJRSA, Finance and Administration Committee at OJRSA

December 24, 25, 26 – City Closed for Christmas Holidays

December 29, 2020 at 5:30 pm City of Westminster Planning Commission Meeting at City Hall conference room

January 1, 2021 – City Closed for News Years Day

January 11, 2021 at 4:00 pm – OJRSA Board Meeting at TBD

January 11, 2021 at 5:30 pm – Annual Members Meeting at TBD