



City of Seat Pleasant

Office of the City Administrator

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name Administration

Date of Report July 1, 2019 Reporting Period May 1, through May 30, 2019

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

- Investigated water issues in the 600 block of 64th Place; NCC determined that additional information was needed as no water infiltration could be detected;
- The department is still averaging 200 purchase requisitions per month;
- Sent correspondence to public works re billing for private properties maintained by the department;
- Requested and received \$1,500 payment from SHA for maintenance of MLK property;
- Conferred with department of Economic Development on procedures for collection of rental licenses for commercial and private properties; NCC has updated all forms of applications which are available on the city's website;
- COO reiterated the city's vehicle purchasing policy in conjunction with fleet management;
- Began soliciting for sponsors for the silent party at the MML convention in June;
- Established a policy for all contracts;
- Directed finance department to begin draft of RFP for the FY 2019 Audit; reviewed and edited draft for release of RFP on E-Market website;
- Reviewed draft audit report for FY 2019 and revised management's response;
- Briefed CFO on FY 2020 Budget questions from City Council;
- Reviewed documents requested and submitted in response to PIA Requests and EEOC/Liability Claims;
- Reviewed Watson (the city's virtual agent) questions and submissions to assist with responding to citizen inquiries through the city's website and the MySeatPleasantApp;
- Responded to and consulted with City Attorney on personnel and legal issues;
- Requested and received an updated listing of all streets within the city boundaries and submitted to all staff;
- Reviewed and edited the Economic Development Department Brochure;
- Recommended and approved training for city staff;
- Reviewed Citizen Comment Forms and investigated requests;

Analyze department improvements that are needed and/or achieved based on the Smart City model.

The department continues to maintain its goal of improving the city's overall financial portfolio. This has been accomplished by working with the auditors during the field work of the FY 2019 audit which is anticipated will be completed during the end of May 2019. This has also been accomplished through the review of the collection procedures for rental and commercial business licenses.

Indicate problems identified, barriers encountered and solutions reached.

None.

Identify goals for the next reporting period.

Completion of the FY 2019 audit

Examples of Goals

Goal _____ % reduction in household consumable waste (based on statistics from refuse contractor)

Goal _____ % increase in recyclables (based on statistics from refuse contractor)

Goal _____ % increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)

Goal _____ % increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Expenditures

Line Item _____

| FY_____ Budget (Previous Year) | FY <u>19</u> Budget (Current Year) Salaries | FY <u>19</u> Actual (Current Year) \$ |
|--------------------------------|--|--|
| | | |
| | | |

Revenue

Line Item \$ _____ General Funds

| FY_____ Budget (Previous Year) | FY _____ Budget (Current Year) | FY _____ Actual (Current Year) |
|--------------------------------|--------------------------------|--------------------------------|
| | | |
| | | |

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.