



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 April 1, 2019

Reporting Period April 1-April 30, 2019

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

- Reviewed two variance requests one of which was responded with no comment as the request was not within the city's jurisdiction. The other variance request was requested to remain open indefinitely as the engineer had not brought back recommendations as required by the city council.
- Meetings were scheduled with staff to discuss progress with the Seat Pleasant Day preparations;
- Reviewed several issues with the city attorney pertaining to contracts and personnel matters;
- Met with Grants Manager on several key issues pertaining to applications;
- Reviewed disputed issues of an invoice with one of the contractors for the police modular expansion project.
- Reviewed the draft contract for PY 43 CDBG for the Grants manager;
- Budget Reviews were conducted including the draft of revisions for the text narrative;
- Reviewed and made recommendations of the briefing package and other documents in support of minority business day;
- Reviewed details of the work associated with a contractor for the department of economic development; reviewed and discussed disputed issues with the city attorney;
- Completed the Loss Control Survey for LGIT which makes the city eligible for credit towards its annual premiums; sent responses to the city's safety officer;
- Requested and reviewed the demolition status of the Gaskins property;
- Requested from Operations Manager an ADOBE PRO software to enable revising PDF documents to MSWord
- Coordinated review and submission of information to LGIT concerning a legal matter;
- Responded to several citizen comment forms;
- Directed staff to revise the City's Organizational Chart;
- Reviewed staff budget updates for all departments as well as pay scale and salary schedule; submitted to the City Council for review and approval;

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

None at this time

Indicate problems identified, barriers encountered and solutions reached.

Identify goals for the next reporting period.

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 \$296,833 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.

1. City Street Listing
2. Standard Operations Policy – employee vehicle accidents and first report of injury