



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 **August 30, 2019** **Reporting Period** **July 1-31, 2019**

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

The following major activities took place during the month of July 2019:

- Review of application for rental licenses and yard signs
- Review of businesses not in compliance as a result of failure to file with the State Department of Assessment and Taxation and pay the appropriate Business Personal Property Taxes
- Written responses to citizen comments of the June Council Meeting
- Review of properties in violation of the city code regarding trash and debris
- Reviewed and made recommendations to HR regarding the revisions needed to the City's Personnel Manual
- Reviewed several legal issues pertaining to personnel issues, possible criminal behavior, and possible inappropriate behavior
- Reviewed the draft audit report from Lindsey and Associates
- Reviewed draft correspondence for delayed billing for all vendor payments
- Terminated some vendor contracts for performance issues, duplication, etc.
- Worked on major sponsorships for the MML Silent Party
- Reviewed property tax liens
- Reviewed and discussed a personnel evaluation dispute
- Repaired two performance evaluations of two members of the executive team
- Directed staff to attend various training seminars
- Attended ground breaking ceremony for city hall and public works facilities
- Reviewed several PIA requests submitted to City Clerk Lanham
- Reviewed the FY 2020 Audit proposals and made recommendation to the Council for consideration
- Created a draft template letter for Citizen Comment Response
- Reviewed disbursements for speed camera and red- light camera and conferred with Financial Advisor

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

Indicate problems identified, barriers encountered and solutions reached.

Identify goals for the next reporting period.

Met 100% of goal to respond to Citizen Comments and follow-up

Supporting Documentation: Source: Office of the City Treasurer

Revenue

Line Item _____

FY____ Budget (Previous Year)	FY ____ Budget (Current Year)	FY ____ Actual (Current Year)

Expenditures

Line Item _____

FY____ Budget (Previous Year)	FY ____ Budget (Current Year)	FY ____ Actual (Current Year)

Attachments: Citizen Response Letters