



# City of Seat Pleasant

*Office of the Chief Operating Officer*

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## 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** [\*\*June 30, 2019\*\*](#)

**Reporting Period** [\*\*June 1- June 30, 2019\*\*](#)

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

***The following meeting and objectives were met during the month of June:***

- Meeting with team members to discuss the William Scotsman invoices and service product
- Telephone conference with vendor attorney re the requirement of them to provide the city with a corrected invoice
- Various meetings and consultations with AYT Auto regarding vehicle repair, etc.
- Various strategic meetings and consultations were held concerning preparation for the MML conference and the requests for sponsorships of the Silent Party;
- Met with DOE Inspector Fadiran regarding water issues on private property in Ward 2
- Directed NCC to investigate trash complaint on median on Seat Pleasant Drive
- The department addressed numerous issues involving property liens and complaints in conjunction with NCC Inspector Johnson and McClean
- Instructed Finance Department to draft an RFP for the 2019 Audit of the City’s Financial Statements; COO revised and edited the draft and the RFP was issued
- The city was able to conclude the FY 2019 audit and received the draft for council to approve and set up a time for the audit report to be presented to the council for approval
- As a result of the FY 2019 audit, the city was able to secure the financing for the Department of Public Works vehicle fleet
- COO and Detectives of the Police Department consulted concerning an investigative matter
- Several personnel, legal, and human resource issues were resolved, investigated, and responded to
- Completed the LGIT Renewal and successfully responding to the questionnaire resulting in a \$3,000 credit to the City
- Successfully negotiated with City attorney a reduction in payment submittal to an external legal contractor
- Reviewed with the City Clerk several PIA requests

- The COO responded to several Citizen Comment Forms which are attached

**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.**

To reduce the number of outstanding emails that need to be addressed

**Supporting Documentation: Source:** Office of the City Treasurer

***Goal Objectives Met***

- The City met 100% of its goal to obtain \$12,000 in sponsorships for hosting the Silent Party
- Met 50% of goal to investigate and resolve water issues in the City in Ward 2
- Met 100% of the goal to review, edit and submit the RFP for the 2020 Audit
- Met 65% of the goal to respond to all email correspondence; COO spends 60% of her time responding to emails and in meetings with staff
- Average daily email requests and responses total 45
- Met 100% of the goal to receive the final audit report and submit to the state for 2019
- Met 100% of the goal to obtain financing for the Department of Public Works vehicle fleet

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