



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 May 1, 2019 Reporting Period March 1-March 31, 2019

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

- Several departmental meetings were held concerning the FY 2020 proposed budget submissions
- Several personnel meetings were held for new hires, separations, investigations, and performance issues
- The department continues to approve on average 200+ purchase requisitions during the month
- The COO met with the Grants Manager on PY 42 and PY 43 CDBG grants
- A community charrette was held to discuss the recommendations for Martin Luther King, Jr. Highway streetscape improvements
- The COO approved several purchase requisitions and emergency work for the police station modular improvements
- The COO had to resolve an issue of a dumpster on Carrington Avenue and as a result directed the City Clerk and the Assistant to the Chief to update the city's current street list which is attached to this report so that all staff are aware of the city's street boundaries
- The department supported and attended the executive team meeting with Congressman Anthony Brown re: Smart City updates
- Departmental reports were reviewed, as well as the narrative for the proposed budget
- The department invoiced and received payment in the amount of \$1,500 for maintaining SHA property on Martin Luther King, Jr., Highway
- The COO has been working with the city attorney on several contract issues
- The department's annual report was updated; the department is still awaiting updates from departments on electronic devices for the city's inventory
- The department revised the Standard Operations Policy on vehicle accidents and employee injuries which is attached to this report.
- The department in conjunction with the departments of public works economic development resolved issues with the water service at the temporary city hall location

- The COO requested that the approval of the variance request for Greig Street remain open as the city had not received a recommendation for the water mitigation from the project engineer. This matter is now scheduled for review at the May work session

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) | FY <u>19</u> Actual (Current Year) |
|---------------------------------|------------------------------------|------------------------------------|
| | Salaries \$ 161,045.00 | \$131,388.91 81.59% |
| | FICA 12,320.00 | \$9,984.32 81.04% |
| | Training 9,400.00 | \$9,400.00 99.08% |
| | Telephone 82,000.00 | \$60,220.28 73.44% |
| | Legal Fees 30,000.00 | \$8,203.82 27.35% |
| | Contingency 42,600.00 | \$11,560.60 27.14% |
| | Capital Outlay 1,500.00 | 1,500.00 100% |
| | | |
| | | |

Revenue

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.

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