



# City of Seat Pleasant

Office of the City Clerk

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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: City Clerk**

**Date of Report: April 30, 2017**

**Reporting Period: April 1-April 30, 2017**

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

- The City Clerk prepared the agenda's and legislation for the April Meetings
- Attended the Smart City Summit at the University of Harrisburg
- Advertised and posted all approved legislation in accordance to the requirements in the City Charter.
- Attend FY2018 Budget Hearing and worked with Assistant Treasurer to capture City Council Changes
- Registered two Councilmembers to the Smart Cities Week and prepared Travel Packet
- Finalized MML Annual Conference Accommodations for Elected Officials and City Administrator
- Submitted Charter and Code Update to General Code
- Finalized Proposed Amendments for Chapter 107-Licensing the first reading will be held in May
- Successfully received reimbursement for meals in the amount of \$1,138.10 from vendor
- City Code and Charter Revisions submitted to General Code. The updated electronic version of the revision will arrive in May.

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

- The City Clerk will be reviewing and discussing with General Code, the E-code for the City's Code Book. This will make automatic updates to the Charter and Code as amendments are approved by the City Council.

**Indicate problems identified, barriers encountered and solutions reached.**

- Creation of Tracking Form for Legislation

**Identify goals for the next reporting period.**

Researching Business Codes for the City

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 20 \_\_\_\_\_% 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

**Revenue**

FY <u>16</u> Budget (Previous Year)	FY <u>17</u> Budget (Current Year)	FY <u>17</u> Actual (Current Year)
\$0	\$0	\$0

**Expenditures**

FY <u>16</u> Budget (Previous Year)	FY <u>17</u> Budget (Current Year)	FY <u>17</u> Actual (Current Year)
\$21,408	\$55,600	\$15,031.18

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