City of Seat Pleasant

Office of the City Clerk

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: December 22, 2017_____**Reporting Period: December 1-December 31, 2017**

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

- o The City Clerk prepared the agenda's and legislation for the Meetings in the month of December
- o Advertised and posted all approved legislation in accordance to the requirements in the City Charter.
- o Completed Council President Monthly Report
- o Attend Executive Team Meetings
- o Met with Government Affairs and Technology Committee to discuss the Draft Council Handbook
- o Prepared and Submitted Meeting Minutes within 30 days of each meetings.
- o Prepare Monthly Newsletter Articles
- o Coordination, planning of the Legislative Breakfast held on December 15, 2017, received sponsorships for Legislative Breakfast, prepared Legislative Package and priorities for the City with the assistance of the City Administrator.
- o Transition Administrative Task to Council Clerk and continue to provide training and guidance in duties.
- o Maintain and schedule Council Chambers Calendar up to December 12, 2017
- o The City Clerk will be attending the Region II Conference in Gaithersburg, MD from January 9-12, 2018.
- o The City Clerk attended the Staff Appreciation/Holiday Party
- o The City Clerk will be on Leave from December 15, 2017-January 8, 2018
- o Consulted with City Attorney on various legislative and legal concerns for the City.

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

- o The City Clerk will not be updating the General Code to e-Code due to cost of the upgrade for Board Docs. This offer will be requested in the next budget cycle for FY19.

Indicate problems identified, barriers encountered and solutions reached.

- o Possible Creation of Tracking Form for Legislation

Identify goals for the next reporting period.

Researching Business Codes for the City
Completion of Council Handbook

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 composing trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

<p align="center"><u>Revenue</u></p>

FY_16__ Budget (Previous Year)	FY 17____Budget (Current Year)	FY __17_Actual (Current Year)
$0	$0	$0

<p align="center"><u>Expenditures</u></p>

FY__17 Budget (Previous Year)	FY 18_Budget (Current Year)	FY 18_Actual (Current Year)
$	$	$

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