



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: January 31, 2017

Reporting Period: January 1-January 31, 2017

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

- Attended Board Docs Training with another staff member and elected officials. Trained two additional staff members on the Board Docs program. Implemented the Board Docs program for the meetings after the training.
- The City Clerk prepared the agenda's and legislation for the January Meetings
- Assisted the City Administrator with the data overage concerns for the City of Seat Pleasant.
- Transferred the cellular telephone plan to Sprint to eliminate future data overage
- Secured proposal for the Strategic Plan Planning Session
- Advertised and posted all approved legislation in accordance to the requirements in the City Charter.
- Completed Prince George's County Board of Elections Municipal Survey Form and verified the Street files for the City.

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.
- The City needs to consider the proposal to upgrade the WIFI at City Hall to allow more people to connect while using the Board Docs program.

Indicate problems identified, barriers encountered and solutions reached.

- Creation of Tracking Form for Legislation

Identify goals for the next reporting period.

Update City Charter and Code with approved amendments by the City Council
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

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