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: September 7, 2017   **Reporting Period: July 1-July 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 July Meetings
- 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 Preparing Council Handbook
- o Registered City Administrator and City Council for NLC City Summit Conference

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

- o The City Clerk received quote from General Code for 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.

- o Possible 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 composing trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Revenue

FY_16__ Budget (Previous Year)	FY 17____Budget (Current Year)	FY _17_Actual (Current Year)
$0	$0	$0

Expenditures

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

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