



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: October 30, 2017 **Reporting Period:** October 1-October 31, 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 Meetings in the month for month of October
- Advertised and posted all approved legislation in accordance to the requirements in the City Charter.
- Completed Council President Monthly Report
- Attend Executive Team Meetings
- Continuing to work on Council Handbook
- Registered additional City staff for the NLC City Summit Conference and secured flights and accommodations
- Prepared and Submitted Meeting Minutes within 30 days of each meetings.
- Prepare Monthly Newsletter Articles
- Attended training for Board Docs upgrade
- Preparing for Legislative Breakfast on December 15, 2017
- Prepared Council Committee Meeting Minutes
- Draft Legislation for Smart City Council for City Council Review and Approval
- Maintain and schedule Council Chambers Calendar
- Completed task for MML Engagement and Outreach Committee
- Prepared Ward Monthly Meeting Flyers and materials

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

- 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.

- 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 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>17</u> Budget (Previous Year)	FY <u>18</u> Budget (Current Year)	FY <u>18</u> Actual (Current Year)
\$	\$	\$

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