



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 26, 2017

Reporting Period: September 1-September 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 Meetings in the month for month of September
- 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 City staff for the NLC City Summit Conference and secured flights and accommodations
- Prepared and Submitted Meeting Minutes within 30 days of each meetings.
- Assisted Bond Counsel with securing required signatures for Bond Anticipation Note
- Attended online training for Board Docs updates
- Attended Open Meeting training in Gaithersburg, MD
- Preparing for Legislative Breakfast on December 15, 2017 by sending sponsorship letters

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

- 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.

- 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 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.