



City of Seat Pleasant

Office of the Human Resources

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: Human Resources

Date of Report: October 1, 2017 Reporting Period: November 30, 2017

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

Job Openings

Currently the City has three (3) positions open for employment:

Position Title	Department
Code Enforcement Officer	Police Department
IOC Lead	Public Engagement
Environmental Services Specialist, I	Public Works
Administrative Assistant	Public Works
Executive Assistant, Mayor	Mayor's Office
Administrative Assistant, Mayor	Mayor's Office
Treasurer	Finance Department

All positions have been posted electronically & in general circulations.

Jobs Filled

<u>Position Title</u>	<u>Department</u>
Acting Director of Public Works	Public Works Department
Marketing & Communication Specialist	Public Engagement Department
Acting Treasurer	Finance Department
Acting Administrative Assistant	Public Works
Police Officer	Police Department
Council Clerk	Elected Officials

Interviews, background and reference checks have been conducted for the following position(s):

Environmental Services Specialist

Interviews were conducted for the following position(s):

Council Clerk

Hires/Terminations/Resignation/Disciplinary Actions for the following departments:

Resignation: Treasurer:	Finance Department
Executive Assistant, Mayor	Mayor's Office

Terminations:	Assistant Treasurer	Finance Department
	Police Officer	Police Department
	Administrative Assistant	Public Works
	Environmental Services	Public Works

Retirement Plan – 401A

All staff that have worked 1,050 hours or more have been enrolled into the City's retirement plan as of November, 2017.

Retirement Plan 457

No new employees have enrolled into the 457 Plan offered by the City.

Medical/Dental/Vision

One (1) new staff members joined the benefits offered by the City this month; effective December, 2017.

Healthy Living Plan – Planet Fitness

Final correspondences were sent to Planet Fitness to join the facility effective November 3, 2017. We are geared up to promoting healthy living with our elected officials and staff members. Therefore we are moving forward in establishing a healthy City as representatives of a Smart City of Excellence

Electronics

**New electronic devices were purchase for the Marketing & Communications Specialist
Previously used devices were transferred to the Acting City Treasurer, Executive Assistant Mayor,
Acting Administrative Assistant, Public Works**

Price quotes were received from our IT firm PEAKE Technologies for the wiring of the build-out

- One (1) lawsuit of age discrimination has been filed and reviewed by City attorney
- (4) Verifications of unemployment and (3) Employment verifications were performed during the reporting period.
- Four (3) case of Workers Compensation have been filed
- One (1) case of Short-term disability has been filed
- Zero (Invoice Portals set up for invoice payments for the following agencies: Planet Fitness,

Indicate problems identified, barriers encountered and solutions reached.

- Maintaining electronic inventory
- Staff purchasing equipment not going thru appropriate channels
- Policies and procedures have been in place, however staff are not following.

Identify goals for the next reporting period.

- Complete accurate inventory listing
- Mandatory meeting reviewing employee manual “again” of major hurtles such as but not limited to time & attendance, employee behavior, recruitment procedures etc.

=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_____ % 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

Line Item_____

FY_____ Budget (Previous Year)	FY _____Budget (Current Year)	FY _____Actual (Current Year)

Expenditures

Line Item_____

FY _____ Budget (Previous Year)	FY _____ Budget (Current Year)	FY _____ Actual (Current Year)

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