



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 January, 2018

Reporting Period January 1-31, 2018

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

- Coordinate with city’s benefit providers for Annual Benefits Fair
- Review new HR & Tax laws
- Review new benefit fees associated cost
- Set up New Leave Bank Account
- Coordinate first Employee Retreat
- Coordinate first Employee/family, Council & friend Cook out
- New Hires (1) PW plus one (1) Contractor; Police Dept. (1)
- Terminations (1)
- Unemployment Hearings (5)
- Verification of employments (15)

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

- Working with Peake to streamline inventory of electronics
- Working with Peake to set up City Hall & Police Dept. new server
- Update cloud
- Work with Architect for & Peake regarding wiring for temporary space

Indicate problems identified, barriers encountered and solutions reached.

- Closing out final electronic inventory report

Identify goals for the next reporting period.

- Finalize relocation needs
- Present additional changes for revised manual

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 65 % 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 Treasurer

Summary of Major Expenditures

Line Item 5200, 5220, 5260, 5470, 5480, 5490, 5500

FY 17 Budget (Previous Year)	FY 18 Budget (Current Year)	FY 18 Actual (Current Year)
0.00	5200 Office Supplies \$500.00	35.22%
	5220 Training \$1,500.00	0%
	5260 Contractual Services \$60,000	26.07%
Recruitment/Drug Test – \$3,210.00	5470 Recruitment/Drug Test \$5,455.00	58.5%
	5480 Retirement – \$100,000.00	90.07%
	5490 Benefits - H/D/V \$114,000.00	90.67%
	5500 IT Support - \$38,800.00	79.53%

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