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 FEBRUARY, 2018   **Reporting Period** February 1-28, 2018

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

- ☐ Review proposal offers for State Retirement Plan 2020
- ☐ Executive Team Meetings
- ☐ Draft 2019 Budget Plans
- ☐ Finalize Annual Employee Benefit Fair
- ☐ Review new benefit fees & associated cost
- ☐ Finalize First Employee Development Training Activity & Festivity
- ☐ Finalize first Employee/family, Council & friend Cook out
- ☐ New Hires (1) Public Safety
- ☐ Terminations/Resignation (1) Public Engagement
- ☐ Disciplinary Reports (1) Public Safety
- ☐ Unemployment Hearings (3)
- ☐ Verification of employments (6)
- ☐ Conduct Interviews – Public Engagement
- ☐ LGIT Review/Responses (3)
- ☐

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

- ☐ Worked with Peake Work with Peake to set up City Hall & Police Dept. new server
- ☐ Updated plans and implementation of the ICoud buildout

☐   Work with Peake troubleshooting

Indicate problems identified, barriers encountered and solutions reached.

☐   Closing out final electronic inventory report

Identify goals for the next reporting period.

☐   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_30__ % 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	58.5%
	$5,455.00	90.07%
	5480 Retirement – $100,000.00	90.67%
	5490 Benefits - H/D/V $114,000.00	79.53%
	5500 IT Support - $38,800.00	

Attachments: