



# City of Seat Pleasant

Office of the Human Resources

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## 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 2018

**Reporting Period** October 1<sup>st</sup> – October 31<sup>st</sup>

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

- Unemployment Cases (0)
- EEOC Claims (0)
- Worker’s Compensation Cases (3)
  - (2) Police Department
  - (1) Department of Public Works
- Worker’s Compensation Meeting (2)
- Review and update employee files (50)
- Interviews (3)
- New Hires (3)
  - (1) Public Engagement Outreach Coordinator
  - (1) Marketing & Communications Specialist
  - (1) Safety Officer – Department of Public Works
- New Hire Orientations (3)
- Process new employee benefits (3)
- Create new employee packets (3)
- Terminations/Resignation/Exit Interviews (1)
- Disciplinary Action Reports Received (5)
- Merit Increases (0)
- Mutual America 457b Contribution Updates (37)
  - October 5<sup>th</sup> & 19<sup>th</sup> pay dates
- Mutual America 457b/401a Contribution Requests (1)
- Military Leave Requests (0)
- Leave Donation Requests (0)
- Verification of employment (3)
- Salary Verifications & Adjustments (3)

- Personnel Meetings (12)
- Review/Approve PTO Requests (4)
- Compensatory Time Updates (30)
- Payroll Processing (3)
  - October 5<sup>th</sup>, October 19<sup>th</sup>, and Council Monthly Stipend
- Distribute Payroll Checks (12)
- Process Payroll Garnishments (1)
- Process Andrews Federal Credit Union Applications (2)
- Time & Attendance Updates (50)
- Time & Attendance Research (12)
- Business License Payments (3)
- Direct Deposit Set-Up & Updates (7)
- Health Insurance Policy Updates & Reviews (5)
- New Hire Reference Check (3)
- TASC Updates (4)
  - Replacement of TASC benefit card
  - TASC Enrollment (3)
- ADP Employee Access Request (3)
- Personnel Manual Requests (1)
- Notice of Wage Responses (3)
- Leave Donations (0)
- Monthly Reports (1)
  - September 2018
- Public Information Act Request (1)
  - List of Police Officers
- Grievance Submissions/Responses (1)
- Current Employee Survey Requests (1)
- Staff Meetings (7)
  - NLC Meeting (1)
  - EA Meetings (6)
- Birthday Shout-Out notifications for month of September 18

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

- On-Boarding Process Reviews**
  - Review, analyze, and update City's on-boarding process for new hires. Currently, the on-boarding process involves a lot of paperwork. Looking to replace the paperwork to a more automated system where new hires can complete all on-boarding paperwork via the HR system.
- AFLAC Insurance Policy Updates**
  - Met with Russel Lasner from AFLAC Insurance, Friday, October 26<sup>th</sup> to update Agent of Record for the City of Seat Pleasant. Review and update City's current policy with AFLAC, new hire enrollment, claim adjustments, and terminations of premiums.
- PTO Updates**
  - Review and updated all employees paid time off accruals and balances.
  - Notify all employees unused accrued annual leave balance that exceeds 240 hours is not permitted to carry over beyond the end of this calendar year.

**Indicate problems identified, barriers encountered and solutions reached.**

- **City Retirement Plan**
  - Met with Financial Advisor, Bob Ashton to go over 401a Forfeiture plan. Prepared 401a Forfeiture plan and submitted to Mutual America for review.
  - Reviewed and updated 401a contributions for all City employees for FY17.
- **Employee Complaints**
  - Received several complaints from employees regarding communication barriers between supervisor and department. Met with supervisor and employee to come up with communication solutions. Provided guidance/training materials on effective communication skills.
- **Interviews/Job Posting**
  - Scheduled interviews for CFO Assistant and Administrative Assistant to Office of the Mayor
  - Interviewed a total of 10 candidates.
  - Updated Indeed and City's website to advertise the Part-Time Neighborhood and Commercial Compliance Inspector position.
- **Holiday Party Meeting**
  - Organized and planned a holiday party meeting on October 17<sup>th</sup> with the following employees, S. Armfield, T. Hill, M. Jones, and J. Pender.
  - Agenda for meeting: recommendations for party ideas, selecting and choosing venue/caterer, and gift exchange.

**Identify goals for the next reporting period.**

Goal **40%** - fill all open vacancies (1 out of 7 positions remaining)

Goal **20%** - revise and update retirement plan/company for city employees

Goal **20%** - research health benefit options for city employees

Goal **20%** - upgrading current HR systems

## Summary of Major Expenditures

### All Departments - Budget vs. Actual

FINANCIAL ROW	AMOUNT	BUDGET AMOUNT	AMOUNT OVER BUDGET	% OF BUDGET
<b>Ordinary Income/Expense</b>				
<b>Gross Profit</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Expense</b>				
5100 - Salaries	\$23,452.16	\$56,650.00	(\$33,197.84)	41.40%
5140 - FICA	\$1,732.90	\$4,334.00	(\$2,601.10)	39.98%
5150 - Employee Appreciation	\$103.27	\$5,000.00	(\$4,896.73)	2.07%
5160 - MD Unemployment	\$5,106.53	\$25,000.00	(\$19,893.47)	20.43%
5161 - Federal Unemployment	\$654.50	\$3,500.00	(\$2,845.50)	18.70%
5170 - Workers Compensation	\$130,458.00	\$160,000.00	(\$29,542.00)	81.54%
5190 - Dues & Memberships	\$0.00	\$500.00	(\$500.00)	0.00%
5200 - Office Supplies	\$104.75	\$500.00	(\$395.25)	20.95%
5220 - Training	\$779.36	\$2,800.00	(\$2,020.64)	27.83%
5260 - Contractual Services	\$3,700.87	\$7,000.00	(\$3,299.13)	52.87%
5277 - Executive Team Retreat	\$0.00	\$15,000.00	(\$15,000.00)	0.00%
5470 - Recruiting/Drug Testing	\$0.00	\$3,500.00	(\$3,500.00)	0.00%
5480 - Retirement	\$0.00	\$100,000.00	(\$100,000.00)	0.00%
5490 - Health/Dental/Vision	\$104,977.26	\$255,000.00	(\$150,022.74)	41.17%
5500 - IT Support	\$29,594.02	\$70,000.00	(\$40,405.98)	42.28%
<b>Total - Expense</b>	<b>\$300,663.62</b>	<b>\$708,784.00</b>	<b>(\$408,120.38)</b>	<b>42.42%</b>
<b>Net Ordinary Income</b>	<b>(\$300,663.62)</b>	<b>(\$708,784.00)</b>	<b>\$408,120.38</b>	<b>42.42%</b>
<b>Net Income</b>	<b>(\$300,663.62)</b>	<b>(\$708,784.00)</b>	<b>\$408,120.38</b>	<b>42.42%</b>

5100 – Salaries = Payroll Deductions **\$7,500**

5140 – FICA = Payroll Deductions **\$539.51**

5160 – MD Unemployment = Payroll Deductions **\$1,173.15**

5161 – Federal Unemployment = Payroll Deductions **\$108.34**

5170 – Workers Compensation = Chesapeake Employers Insurance **\$14,414**

5200 – Office Supplies = Color Printer **\$89.99**

5260 – Contractual Services = Adhoc Personnel Stipends for Barber Steward and Bishop Wallace (\$50 each) **\$100**

5490 – Health/Dental/Vision = Benefit Mall & TASC Monthly Payments **\$21,229.97**

**TOTAL EXPENSES for OCT 18 = \$45,154.96**

Source: NetSuite