



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: September 2018

Reporting Period September 1st – September 30th

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 (1)
- Review and update employee files (50)
- New Hires (4)
 - (1) Director of Public Engagement
 - (2) Neighborhood & Commercial Compliance Inspector
 - (1) Events & Programs Coordinator
- Process new employee benefits (2)
- Create new employee packets (4)
- Terminations/Resignation/Exit Interviews (2)
 - Director of Public Engagement – Resigned
 - Marketing & Communications Specialist – Resigned
- Disciplinary Action Reports Received (1)
- Merit Increases (0)
- Mutual America 401a Forfeiture Reallocations (40)
- Mutual America 457b Contribution Updates (37)
 - September 7th & 21st pay dates
- Mutual America 457b/401a Contribution Requests (0)
- Military Leave Requests (0)
- Leave Donation Requests (0)
- Verification of employment (2)

- Salary Verifications & Adjustments (5)
- Personnel Meetings (20)
- Review/Approve PTO Requests (6)
- Compensatory Time Updates (24)
- Payroll Processing (3)
 - September 7th, September 21st, & November 1st (Council Monthly Stipend)
- Distribute Payroll Checks (14)
- Process Payroll Garnishments (1)
- Process Andrews Federal Credit Union Applications (2)
- Time & Attendance Updates (33)
- Time & Attendance Research (2)
- Business License Payments (2)
- Direct Deposit Set-Up & Updates (3)
- Health Insurance Policy Updates & Reviews (5)
- New Hire Reference Check (3)
- Adhoc Personnel Meeting (1)
 - Wednesday, September 12th
- TASC Updates (1)
 - Replacement of TASC benefit card
- ADP Employee Access Request (1)
- Personnel Manual Requests (3)
- Notice of Wage Response (2)
- Leave Donations (1)
- Monthly Reports (1)
 - August 2018
- Public Information Act Request (1)
 - City salary information for all employees in FY 2017

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

- City Health Benefits
 - Review, compare, and analyze other health benefit companies to implement/upgrade City's current health insurance.
 - Met with Andrew Leanord from ONE DIGITAL HEATH & BENEFITS, INC. on September 10th to receive a brief overview of the company, solutions offered to the City, and potential savings on current health benefits and employee's premiums.
- Human Resources Systems
 - Met with Matt Allman from Paylocity (cloud-based payroll and human resource management software) on September 11th to receive a brief overview of the company, went over HRIS solutions for the City, onboarding processing, performance management, employee benefit enrollment, employee recognition, organizational chart, employee records, scheduling, time and attendance, payroll check printing etc.
 - Met with Ryan Gill from ADP on September 20th regarding upgrading current ADP payroll system to a more all in one Human Resources Management System (HRIS). Current system is only used for small business with employees 50 or less. The City has reached 50 + employees at this current moment.

- Planet Fitness
 - Updated planet fitness membership enrollment for all new hires.

Indicate problems identified, barriers encountered and solutions reached.

- Human Resources Consulting
 - Met with Phillip Nash, from Ranstad USA (staffing company) regarding open vacancies and assistance with staffing needs.
 - Met with Lorena Winfield from Robert Half International (staffing company regarding open vacancies and assistance with staffing needs.
- Elected Officials Enrollment in Health Benefits
 - Elected Officials now have the option to enroll into City's Health Plan.
- Review of Candidates
 - Review candidates for the CFO Assistant and Administrative Assistant to the Mayor.
 - Met with the CFO to schedule interviews beginning in October.

Identify goals for the next reporting period.

Goal 40% - fill all open vacancies (2 out of 7 positions remaining)

Goal 20% - creating an retirement plan for city employees

Goal 20% - update HR's page on the City's website

Goal 20% - continue ongoing research on redeveloping onboarding process for new hires and upgrading HR systems

Summary of Major Expenditures

All Departments - Budget vs. Actual

FINANCIAL ROW	AMOUNT	BUDGET AMOUNT	AMOUNT OVER BUDGET	% OF BUDGET
Ordinary Income/Expense				
Gross Profit	\$0.00	\$0.00	\$0.00	0.00%
Expense				
5100 - Salaries	\$10,952.16	\$56,650.00	(\$45,697.84)	19.33%
5140 - FICA	\$817.35	\$4,334.00	(\$3,516.65)	18.86%
5150 - Employee Appreciation	\$103.27	\$5,000.00	(\$4,896.73)	2.07%
5160 - MD Unemployment	\$2,845.59	\$25,000.00	(\$22,154.41)	11.38%
5161 - Federal Unemployment	\$354.33	\$3,500.00	(\$3,145.67)	10.12%
5170 - Workers Compensation	\$28,828.00	\$160,000.00	(\$131,172.00)	18.02%
5190 - Dues & Memberships	\$0.00	\$500.00	(\$500.00)	0.00%
5200 - Office Supplies	\$8.50	\$500.00	(\$491.50)	1.70%
5220 - Training	\$779.36	\$2,800.00	(\$2,020.64)	27.83%
5260 - Contractual Services	\$3,745.87	\$7,000.00	(\$3,254.13)	53.51%
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	\$79,726.29	\$255,000.00	(\$175,273.71)	31.27%
5500 - IT Support	\$11,428.46	\$70,000.00	(\$58,571.54)	16.33%
Total - Expense	\$139,589.18	\$708,784.00	(\$569,194.82)	19.69%
Net Ordinary Income	(\$139,589.18)	(\$708,784.00)	\$569,194.82	19.69%
Net Income	(\$139,589.18)	(\$708,784.00)	\$569,194.82	19.69%

5100 – Salaries = Payroll Deductions **\$4,358.40**

5140 – FICA = Payroll Deductions **\$326.94**

5150 – Employee Appreciation = Breakfast for AdHoc Personnel Board Meeting **\$40.58**

5160 – MD Unemployment = Payroll Deductions **\$1,099.30**

5161 – Federal Unemployment = Payroll Deductions **\$136.79**

5170 – Workers Compensation = Chesapeake Employers Insurance **\$14,414.00**

5220 – Training = Awards Ceremony honoring Mrs. Wallace **\$100.00**

5260 – Contractual Services = Plant Fitness Payment **\$135.87**

5490 – Health/Dental/Vision = Benefit Mall & TASC Monthly Payment **\$35,174.61**

TOTAL EXPENSES for SEPTEMBER 18 = \$55,786.49

Source: NetSuite