



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 July 1, 2017 Reporting Period July 1- August 30, 2017

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

Hire/Terminations

July – Four (4) individuals were hired as full time employees in the following departments

Human Resources, Public Engagement, Police Department

One (1) individual was hire as a consultant in Public Engagement

August – One (1) person was hired as a full time employee in the Police Department

July – One (1) person was terminated – Public Engagement

August – One (1) person was terminated from employment - Public Works

One (1) person resigned from their position – Police Department

Retirement Plan – 401A

All staff that has worked 1,050 hours or more by June 30, 2017 was enrolled into the City's Retirement 401A plan. Funds in the amount of \$1,000.00 each went into individual accounts per employee.

Retirement Plan 457

Effective July 1, 2017 Ten (10) additional employees enrolled into the 457 retirement plan.

Medical/Dental/Vision

Four (4) new staff members joined the benefits offered by the City between July & August 2017.

Several staff members were tested for Fit-for-Duty. The findings were very informative. Several staff members discovered health issues unbeknownst to them. Thereby making drastic changes in their eating, exercise, medication and overall health awareness.

Healthy Living Plan – Planet Fitness

Negotiations are still in the works to enroll City Staff & Elected Official in the Planet Fitness. Owners & managers are working out the cost associated with allowing enrollees on a yearly basis. Also because the City is paying for the program, how will membership be declined when/if employees leave the City's employment? Additional Planet Fitness offers "black cards" memberships, which will be presented to as a buy ups membership. Planet Fitness has agreed to submit a final contract offer by September 22, 2017.

Electronics

New telephones & service provider, internet & IT

New telephone and telephone provider was implemented (Comcast)

New internet services was implemented (Comcast)

New IT provider selected to maintain the needs of the City (PEAKE)

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

- Indeed was implemented as a recruitment site for job openings within the City.
- (6) Verifications of unemployment and (10) Employment verifications were performed during the reporting period.
- Invoice Portals set up for invoice payments for the following agencies: Aflac, Allstate, Peake Technologies, Transamerica

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. Additionally there are no repercussions.

Identify goals for the next reporting period.

- Complete accurate inventory listing
- Mandatory meeting reviewing employee manual “again” of major hurdles 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 40 % 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 composting 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.