



Monthly Report

MARCH 2018

Human Resources

Support Services

Grants

HUMAN RESOURCES REPORT – MARCH 2018

Human Resources employees were busy assisting departments and processing new and separating employees. Employee performance appraisals, pay adjustments and 180 applications/resumes were processed. We continue to provide assistance to departments on personnel matters including job postings, announcements, job descriptions, evaluations and change of status forms. Assisted employees with health/life insurance, retirement issues and other personnel-related matters.

New employees received one-on-one orientation sessions throughout the month. Employees received information about the City and their benefits and we enrolled them in the City's Health and Wellness Program and other supplemental benefits.

Throughout the month of March Human Resources staff continued processing employees and preparing for the seasonal beach employees.

ICMA Retirement Plan Specialist Daisy Jones held individual meetings on March 6 and March 7, with employees to discuss and make changes to their retirement accounts. Several employees took advantage of the opportunity.

The American Red Cross and Human Resources staff sponsored a two-day blood drive on the bloodmobile on March 13 and 14. They collected 68 pints of blood, which is enough to help possibly save 204 lives. Thank you for giving the gift of life.

Participants of the City's Health and Wellness Program received information about the City's Wellness Program and to how to schedule an appointment for their wellness screening. McLeod Health will conduct the wellness screenings on April 17, 18, 19, 20, 21, 23, 24, 26, and 27. The goal of the program is to help participants identify any high-risk health areas they may have and be able to seek medical attention to improve overall health condition.

New Employees		
Jabari Bradley	Facility Supervisor – PT	Parks & Recreation – A&FC
Henry Capps	Parks Custodian – PT	Parks & Recreation - A&FC
Christopher Iannone	Public Safety Officer	Public Safety
Jaquella Livingston	Public Safety Officer	Public Safety
Daniel Myers	Electrician/Instrument	Public Works
Beach Services – Concession Workers		
Nicole Epifanio	Jeremiah Holloman	Lauren McLamb

Virginia Knight-Lieberman	Tyler Moore	Chase Watts
Beach Services - Lifeguards		
William Campbell	Lakeishea Childress	Brandon Dowdy
Coby Haigh	Cameron Knaub	Jay Woodward
Separated Employees		
John Burns	Wastewater Operator A	Public Works
Steven Chilton	Fitness Specialist – PT	Parks & Recreation – A&FC
Cheryl Cullina	Group Fitness Instructor – PT	Parks & Recreation – A&FC
Dennis Kolin	P&G – Special Events Worker – PT	Parks & Recreation
Kandy Nardini	Group Fitness Instructor – PT	Parks & Recreation – A&FC
Nykia McDonald	Fitness Specialist – PT	Parks & Recreation – A&FC

Employee (BCBS & SAV- Rx) Insurance Update:		
February	Medical Claims Paid	484,136.87
February	Dental Claims Paid	25,795.00
February	*Drug Card	87,109.11
TOTAL	February	\$597,040.98
*Drug card totals include Sav- RX \$ 34,132.11 rebate		

WORKER'S COMPENSATION

(Public Safety): DOI 03/02/2018 – An employee was responding to a call and while running to get into the patrol car tripped on shrubbery causing employee to fall forward on abdomen. The employee complained of pain to the abdomen, however refused medical attention.

(Support Services): DOI 03/12/2018 – An employee while attempting to put a metal pipe on a rubber hose, the metal pipe slipped hitting and cutting the employees left index finger. The employee complained of pain to the left index finger and the City Nurse treated the employee.

(Public Safety): DOI 03/14/2018 – An employee was on a structure fire call and slipped on debris in the stairwell causing left ankle to twist. North Strand – ER treated and released the employee.

(Public Works): DOI 03/14/2018 – An employee was exiting the bloodmobile and going down

the steps when someone opened the bus door hitting the employee with the door. The employee miss-stepped on the curb causing ankle injury. The employee complained of right ankle pain and was transported by ambulance and treated at the Grand Strand Regional Medical Center.

(Public Works): DOI 03/21/2018 – An employee while lifting a recycle can stepped back into an unlevelled street drain hole causing pain to the right knee and right leg. The employee complained of pain to right leg and knee, however refused medical attention.

(Parks and Recreation): DOI 03/23/2018 – An employee was assisting others to set up a stage when an aluminum platform fell hitting the employee on the arm. The employee complained of bruising to the right wrist and right forearm. Access Medical Center treated and released the employee.

(Parks and Recreation): DOI 03/23/2018 – An employee was assisting others to set up a stage when an aluminum platform fell hitting the employee on the head. The employee complained of pain to the head. Access Medical Center treated and released the employee.

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BID REQUIREMENTS:

Bid Number	Description	Dept.	Update
2018-003JK	BEACH WASTE SIGNAGE	PW	TBD
2018-011LW	DOG PARK RESTROOM	REC	OVER BUDGET
2018-015LW	ROAD RESURFACING PHASE I	PW	AWARDED TO PALMETTO
2018-016LW	ROAD RESURFACING PHASE II	PW	AWARDED TO PALMETTO
2018-018LW	VIRTUAL CITY TOUR	REC	BIDS MAY 5TH

CUSTODIAL/FACILITY MAINTENANCE:

Performed routine maintenance and made repairs to various City facilities and equipment. For the month of March 2018, we processed 67 Facility Maintenance work orders.

FLEET MAINTENANCE:

Performed routine maintenance and made repairs to various vehicles and equipment.

Total Equipment: 86
Total Work Orders: 118

Maintenance and Repair Costs:

Parts issued stocked	\$5,165.13
Parts issued non-stocked	\$59,203.47
Sublet (Vendor)	\$19,265.38
Labor	<u>\$25,016.38</u>
Total work order costs	\$108,650.36

PURCHASING:

Number of Purchase Orders	118
Purchase Order Dollars	\$203,494.16

Grants Update

<i>New Grant Proposal</i>	<i>Request</i>	<i>Department</i>	<i>Amount Requested</i>	<i>% Match</i>	<i>Proposal Due Date</i>	<i>Expected Notification Date</i>
Firehouse Subs Public Safety Foundation	Posi-Chek software & parts for SCBA	Public Safety	\$2,653	N/A	1-Mar-18	Spring 2018
2018 & 2019 Recreational Trails Program	Funds to construct Phase I of approximately 1.5-mile multipurpose trail along Robert Edge Parkway between waterway & intersection with Highway 90	Public Works/Parks & Recreation	\$100,000	20%	14-Mar-18	Unknown
Other Activities						
<i>Grant Administration</i>	Continued grant administration, including grant close-outs and quarterly reports; attended federal grants workshop sponsored by Senator Lindsey Graham					
<i>Research/Review/Miscellaneous</i>	Conducted research to find potential funding sources for various City projects					

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