



Monthly Report

FEBRUARY 2018

Human Resources

Support Services

Grants

HUMAN RESOURCES REPORT – FEBRUARY 2018

Human Resources employees were busy assisting departments and processing new and separating employees. Employee performance appraisals, pay adjustments and 136 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 February Human Resources staff continued processing employees and preparing for the seasonal beach employees.

ICMA Retirement Plan Specialist Daisy Jones will hold individual meetings on March 6 and March 7, with employees to discuss and make changes to their retirement accounts. If interested please call Debbie at ext. 5555 to schedule an appointment.

The American Red Cross and Human Resources staff will sponsor a two-day blood drive on the bloodmobile. The dates and time will be Tuesday, March 13, 8:30 am – 1:30 pm and Wednesday, March 14, 10:00 am – 3:00 pm. Please call Debbie Brown, ext. 5555 in the Human Resources office to make an appointment. Thank you for considering giving the gift of life.

Participants of the City's Health and Wellness Program will received information about the City's Wellness Program and to how to schedule an appointment. 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		
Brenda Cahill	Front Desk Cust. Service Spec. – PT	Parks & Recreation – A&FC
Heather Deiber	Front Desk Cust. Service Spec. – PT	Parks & Recreation - A&FC
Alexis Harkness	SP/Food & Beverage Cashier – PT	Parks & Recreation
Richard Jones	P&G – Special Events Worker – PT	Parks & Recreation
Justice Jordan	Childwatch Specialist – PT	Parks & Recreation – A&FC
Maliyah Jordan	Childwatch Specialist – PT	Parks & Recreation – A&FC
Timothy Jordan	P&G – Special Events Worker – PT	Parks & Recreation
Kenneth Lewis	SP/Food & Beverage Cashier – PT	Parks & Recreation
Robert Simpson	P&G – Special Events Worker – PT	Parks & Recreation

Shawn Spickler	Fitness Director	Parks & Recreation – A&FC
Donald Thompson	Cashier/Accounting Clerk	Finance
Jared Tuttle	Aquatic - Volunteer – PT	Parks & Recreation
Denise Vitola	Group Fitness Instructor – PT	Parks & Recreation – A&FC
Taurus Willard	SP/Food & Beverage Cashier – PT	Parks & Recreation
Glen Wolverton	Facility Supervisor – PT	Parks & Recreation
Separated Employees		
George Rabon	Pub. Grounds Maint. Worker – PT	Parks & Recreation
Jay Wismer	Fitness Specialist – PT	Parks & Recreation – A&FC

Employee (BCBS & SAV- Rx) Insurance Update:		
January	Medical Claims Paid	232,153.69
January	Dental Claims Paid	20,670.80
January	*Drug Card	88,267.53
TOTAL	January	\$341,092.02
*Drug card totals include Sav- RX \$87,902.83 plus BCBS run out claim \$364.70		

WORKER'S COMPENSATION

(Public Works): DOI 02/08/2018 – An employee while attempting to place a lid back on a catch basin, was struck on the left foot by the hook used to remove the lid. The employee complained of pain to the left foot, however refused medical attention.

(Public Safety): DOI 02/20/2018 – An employee while attempting to lower the fly side of the ladder, was struck on the left forearm by the ladder after the lock did not catch. The employee received treatment at the Sea Coast Medical Center.

SUPPORT SERVICES

MONTHLY REPORT

FEBRUARY 2018

BID REQUIREMENTS:

Bid Number	Description	Dept.	Update
2018-003JK	Beach Waste and Recycle Signage	PW	To be determined
2018-005LW	Playground Renovation	P&G	Awarded to Bliss Products & Services, Inc.
2018-006LW	Replace Driveways	PW	Awarded to Sellers General Construction
2018-009LW	Children's Entertainment Area at Festivals	P&R	Awarded to R&D Amusements
2018-011LW	Dog Park Restroom	P&R	Due March 20, 2018
2018-014JK	Spring Soccer Uniforms	P&R	Awarded to Challenger Sports
2018-015LW	Road Resurfacing Phase I	PW	Due April 3,2018
2018-016LW	Road Resurfacing Phase II	PW	Due April 4, 2018

CUSTODIAL/FACILITY MAINTENANCE:

Performed routine maintenance and made repairs to various City facilities and equipment. For the month of February, 2018, we processed 98 Facility Maintenance work orders.

FLEET MAINTENANCE:

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

Total Equipment: 95
Total Work Orders: 127

Maintenance and Repair Costs:

Parts issued stocked	\$5,294.67
Parts issued non-stocked	\$65,222.11
Sublet (Vendor)	\$27,089.26
Labor	<u>\$24,455.55</u>
Total work order costs	\$122,061.59

PURCHASING:

Number of Purchase Orders 143
Purchase Order Dollars \$552,855.14

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>
2018 Parks and Recreation Development Fund (PARD)	Park & Sports Complex Dog Park Bathroom (Phase 2 Funds)	Parks & Recreation	\$15,000	20%	Awarded \$7,690.76	
Assistance to Firefighters Grant (AFG)	Cascade system; washer/dryer/extractor	Public Safety	\$180,848	5%	2-Feb-18	Unknown
Other Activities						
<i>Grant Administration</i>	Continued grant administration, including grant close-outs and quarterly reports					
<i>Research/Review/Miscellaneous</i>	Conducted research to find potential funding sources for various City projects					

January 2018