



# Monthly Report

**MAY 2018**

**Human Resources**

**Support Services**

**Grants**

## HUMAN RESOURCES REPORT – MAY 2018

Human Resources employees were busy assisting departments and processing new and separating employees. Employee performance appraisals, pay adjustments and 216 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.

May proved to be a busy month for the Human Resources staff with continuous processing of regular employees and the seasonal beach employees.

Participants of the City's Health and Wellness Program received their results of their wellness assessments. McLeod Health will meet with interested participants to provide additional information and help them set healthy goals. The program will help participants identify any high-risk health areas they may have and be able to seek medical attention to improve overall health condition.

ICMA Retirement Plan Specialist Daisy Jones held individual meetings May 3 and May 4, with employees to discuss and make changes to their retirement accounts. Several employees took advantage of the opportunity to make changes to their accounts including beneficiary and address changes.

Planning for the employee health and benefits fair, scheduled for June 14, continues. We will provide basic health screenings, glucose and blood pressure checks. We will also provide informational booths designed to help employees become aware of the many health related programs, providers and services available. June 14 will also be the start of open enrollments for benefits, i.e. health insurance, life insurance and supplemental products. Employees will be able to make changes to their benefits at the health and benefits fair.

<b>New Employees</b>		
Russell Austin	PG Special Events Worker – PT	Parks & Recreation
Jacob Hitchcock	Facility Supervisor – PT	Parks & Recreation
Courtney Johnson	Accounting Intern – PT	Finance
Anthony Modeste	SP/Food & Beverage Cook – PT	Parks & Recreation
Mullin Chace	Accounting Intern – PT	Finance
Dean Mureddu	City Judge	City Court
Christopher O'Brien	PG Special Events Worker – PT	Parks & Recreation

Robin Salvatore	PG Special Events Worker – PT	Parks & Recreation
<b>Beach Services – Concession Workers</b>		
(*supervisor)		
Catherine Burr	Kirsten Bush	Lukas Cernik
Julia Cole*	Mayson Cox	Jared Crawford
Breanna Cromer	Kirsten Doolittle	Dallas Fields*
Gianna Fine	Marian Gabaj	Dominick Gabriele
Zuzana Galisova	Jason Guion-Brooks	Nicholas Hargrove
Jeffrey Hintz	Jan Hocek	Patrik Hron
Michael Jenelle	Haley Johnson	Samuel Kasman
Josef Klenot	Nikola Krejzova	Lucia Kucbelova
Thomas Ledl	Neal MacDonald	Magdalena Martisova
Ilona Moravcova	Chris Muscler	Nikola Naxerova
Thomas Pierson	Simon Sander	Danielle Silvestri
Jacob Springs	Cassy Stevens	Benjamin Sturdevant
Viktorie Vecesova	Caitlyn Ward	Graham Willis
<b>Beach Services - Lifeguards</b>		
Adam Aboelmatty	Brayden Blackwell	Jeremy Campbell
Sean Cherney	Jonathon Clontz	Robert Conley
Akin Ezzell	Eliecer Fernandez	Daniel Formato
Santiago Garzon Sanchez	Tyler Gill	Gilad Habibi
Shea Hardman	Kamila Horejsi	Marie Hrabetova
Bar Levi	Michael Livers	Anna Low
Jacob Marshall	Nolan O'Bryant	Willie Parker
Heather Payne	Alexis Porfilio	Alexis Ross
William Sellers	Connor Steele	Clark Uhlenhopp
Kayla Wallace	Larson White	Jordan Wicker
Haley Young		
<b>Separated Employees</b>		
Catherine Burchette	Public Safety Officer	Public Safety
Sarah Cashion	Lifeguard - PT	Parks & Recreation – A&FC
Loria Gore	Comm. Technician/Lead Jailer	Public Safety
Benjamin Jones	Lifeguard – PT	Parks & Recreation – A&FC
Timothy Jordan	PG – Special Events Worker – PT	Parks & Recreation
David Macho	Firefighter/EMT	Public Safety

Blake Martin	City Judge	City Court
Veronica McCumber	Lifeguard – PT	Parks & Recreation – A&FC
Catherine McDowell	Childwatch Specialist – PT	Parks & Recreation – A&FC
Tracy Poff	Athletic & Sports Tourism	Parks & Recreation
Dustin Ruppert	Lifeguard – PT	Parks & Recreation – A&FC
Ethan Russell	Lifeguard – PT	Parks & Recreation – A&FC
Michelle Velez	Childwatch Specialist – PT	Parks & Recreation – A&FC

<b>Employee (BCBS &amp; SAV- Rx) Insurance Update:</b>		
<b>April</b>	Medical Claims Paid	180,705.62
<b>April</b>	Dental Claims Paid	20,873.01
<b>April</b>	Drug Card*	78,856.65
<b>TOTAL</b>	<b>April</b>	<b>\$280,435.28</b>
*Drug card totals include BCBS run-out claims of \$364.70		

### **WORKER'S COMPENSATION**

(Public Works): DOI 05/07/2018 – An employee while driving a City vehicle was struck by another vehicle. The employee complained of pain to the neck. Access Medical Center treated and released the employee.

(Public Works): DOI 05/07/2018 – An employee while riding as a passenger in a City vehicle was hit by another vehicle. The employee complained of pain to the back, elbow, shoulder and knees after they jammed into the dashboard at the point of impact. The employee initially declined treatment, but McLeod Loris Hospital later treated and released the employee.

(Public Safety): DOI 05/21/2018 – An employee while training by running into the surf twisted left knee after stepping into a hole. Employee complained of pain to the left knee. Access Medical Center treated and released the employee.

(Public Safety): DOI 05/27/2018 – An employee while responding to a water rescue by running into the water twisted left ankle. Employee complained of pain to the left ankle. North Strand – ER treated and released the employee.

(Public Safety): DOI 05/29/2018 – An employee while walking to the lifeguard stand hit a piece of warped wood on the walkway causing pain to the right ankle. The employee complained of pain to the right ankle. Access Medical Center treated and released the

employee.

(Public Safety): DOI 05/30/2018 – An employee while responding to a water rescue by running into the water felt a sharp pain in the left leg. Employee complained of pain to the left leg. North Strand – ER treated and released the employee.

(Public Safety): DOI 05/30/2018 – An employee after climbing down from a lifeguard stand to assist an injured lifeguard, rolled right ankle. The employee complained of pain to the right ankle. North Strand – ER treated and released the employee.

*There are no other report of employees treated under Workers' Compensation for the month of May at this time.*

SUPPORT SERVICES

MONTHLY REPORT

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## BID REQUIREMENTS:

<b>Bid Number</b>	<b>Description</b>	<b>Dept.</b>	<b>Update</b>
2018-019LW	ROADWAY AND SIDEWALK IMPROVEM.	PW	OVERBUDGET TBD
2018-019JK	TYPE IV ASPHALT	PW	BIDS 7-31-18

## CUSTODIAL/FACILITY MAINTENANCE:

Performed routine maintenance and made repairs to various City facilities and equipment. For the month of May 2018, we processed 57 Facility Maintenance work orders.

## FLEET MAINTENANCE:

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

Total Equipment: 86

Total Work Orders: 126

## **Maintenance and Repair Costs:**

Parts issued stocked	\$6,724.36
Parts issued non-stocked	\$57,891.23
Sublet (Vendor)	\$21,318.94
Labor	<u>\$27,386.17</u>
Total work order costs	\$113,320.70

## PURCHASING:

Number of Purchase Orders 156

Purchase Order Dollars \$555,293.29

### 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 State Farm Good Neighbor Citizenship Company Grant	Proposal in progress	Public Safety, Parks & Recreation	Proposal in progress	NA		Denied
Assistance to Firefighters Grant (AFG)	Cascade system; washer/dryer/extractor	Public Safety	\$180,848	5%		Denied
2018 Bulletproof Vest Partnership Grant	60 bulletproof vests	Public Safety	\$19,260	50%	29-May-18	Unknown
South Carolina Conservation Bank	Ingram Dunes	Citywide	Proposal in progress	NA	31-Jul-18	Unknown
<b>Other Activities</b>						
<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; assisted with City's 50th Anniversary reception					

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