



Monthly Report

APRIL 2017

Human Resources

Support Services

Grants

HUMAN RESOURCES REPORT – APRIL 2017

Human Resources employees were busy assisting departments and processing new and separating employees. Employee performance appraisals, pay adjustments and 227 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 April Human Resources staff continued processing seasonal employees, and represented the City at the Loris High School Career Fair. The staff also attended SCMA-HR Spring Meeting gathering knowledge and sharing information with other human resource professionals.

Participants of the City's Health and Wellness Program received the results of their wellness screenings completed by McLeod Health throughout the month of March. Any participant with one or more above normal health risk factors will be required to have a coaching session with the nurse. 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.

ICMA Retirement Plan Specialist Daisy Jones held individual meetings on April 28, with employees to discuss and make changes to their retirement accounts. She will return for another session on May 24, if interested please call Debbie at ext. 5555 to schedule an appointment.

Planning for the employee health and benefits fair, scheduled for June 15, continues. During the fair vendors will be available to do 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.

| New Employees | | |
|-----------------------|---------------------------------|----------------------------------|
| Johnny Bellamy | Seasonal Littler Collector – PT | Public Works |
| Brandon Browne | Crew Leader I | Parks & Recreation |
| Steven Chilton | Fitness Specialist – PT | Parks & Recreation – A&FC |
| Christopher Fitzwater | Public Safety Officer | Public Safety |
| Augustin Gibbons | Public Safety Officer | Public Safety |
| Danasia Green | Food & Beverage Cook – PT | Parks & Recreation – Sports Park |
| Justin Knotts | Public Safety Officer | Public Safety |

| | | |
|-----------------|--------------------------------|----------------------------------|
| Cecilia Nagler | Food & Beverage Cashier – PT | Parks & Recreation – Sports Park |
| Tyrese Patrick | Facility Supervisor – PT | Parks & Recreation |
| Freddie Roberts | Seasonal Litter Collector - PT | Public Works |
| Nykalia Vereen | Food & Beverage Cook – PT | Parks & Recreation – Sports Park |
| Jason Whedon | Firefighter/EMT | Public Safety |

Beach Concession Workers(*supervisor)

| | | |
|--------------|-------------------|----------------|
| Joseph Boggs | Taylor Burroughs | Kirsten Bush |
| Noah Carsch | Alexandra Dowlin* | Montana Fields |
| Amanda Gore* | Maryann Jackson | Haley Johnson |
| Emily Neil | Richard Schwarz | Tyler Thompson |
| Zoe Todd | | |

Beach Lifeguards

| | | |
|----------------|--------------------|----------------|
| Carrie Daniels | Chandler Faircloth | Savannah Gill |
| Coby Haigh | Bronson Kirven | Sarah Mitchell |
| Jared Woody | | |

Separated Employees

| | | |
|--------------------|--------------------------|---------------------------|
| Cortez Anderson | Facility Supervisor – PT | Parks & Recreation |
| Jacquelyn Barnhill | Lifeguard – PT | Parks & Recreation – A&FC |
| Laura Bedenbaugh | Lifeguard – PT | Parks & Recreation – AF&C |
| Robert Gray | Facility Supervisor – PT | Parks & Recreation |
| Derrick Heim | Health & Safety Officer | Public Safety |

Employee (BCBS & SAV- Rx) Insurance Update:

| | | |
|---------------------|---------------------|---------------------|
| <u>March</u> | Medical Claims Paid | 158,836.46 |
| <u>March</u> | Dental Claims Paid | 27,305.50 |
| <u>March</u> | Drug Card | 108,501.60 |
| TOTAL | March | \$294,643.56 |

WORKER'S COMPENSATION

(Parks & Recreation): DOI 04/23/2017 – An employee complained of pain and discomfort to the right ankle after participating in water rescue training. The training consisted of group effort to place a victim into a boat. The employee declined medical treatment.

There are no other new reports of employees treated under Workers' Compensation for the month of April at this time.

SUPPORT SERVICES

MONTHLY REPORT

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BID REQUIREMENTS:

| Bid Number | Description | Dept. | Update |
|-------------------|------------------------------------|--------------|--|
| Bid 2017-005LW | Sanitary Sewer Improvement | PW | To be determined |
| Bid 2017-014LW | Lean to Sheds | PW | Awarded to Moore Construction |
| Bid 2017-015LW | Sealing & Striping of Parking Lots | P&G | Awarded to White's Landscaping (Diamond Seal Coating) |

CUSTODIAL/FACILITY MAINTENANCE:

Performed routine maintenance and made repairs to various City facilities and equipment. For the month of April, 2017, we processed 53 Facility Maintenance work orders.

FLEET MAINTENANCE:

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

Total Equipment: 126
Total Work Orders: 169

Maintenance and Repair Costs:

| | |
|--------------------------|--------------------|
| Parts issued stocked | \$7,498.21 |
| Parts issued non-stocked | \$51,077.41 |
| Sublet (Vendor) | \$32,402.60 |
| Labor | <u>\$15,173.49</u> |
| Total work order costs | \$106,151.70 |

PURCHASING:

Number of Purchase Orders 90
Purchase Order Dollars \$76,236.82

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> |
|--|--|-------------------|-------------------------|----------------|------------------------------------|-----------------------------------|
| FEMA Hazard Mitigation Grant Program for Hurricane Matthew | Proposal in progress | Citywide | Proposal in progress | 25% | Pre-application due April 11, 2017 | Unknown |
| 2017 Firehouse Subs Public Safety Foundation | Proposal in progress | Public Safety | Proposal in progress | NA | 2-Jun-17 | Unknown |
| Other Activities | | | | | | |
| <i>Grant Administration</i> | Continued grant administration, including grant close-outs | | | | | |
| <i>Research/Review/Miscellaneous</i> | Conducted research to find potential funding sources for various City projects | | | | | |