



Monthly Report

JULY 2017

Human Resources

Support Services

Grants

SUPPORT SERVICES

MONTHLY REPORT

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BID REQUIREMENTS:

Bid Number	Description	Dept.	Update
RFP 2017-017LW	Shaved Ice/Italian Ice for Sports Park	P&R	To Be Determined
BID 2017-018LW	Wetlands Footbridge	P&G	Over budget
BID 2017-019LW	Transfer Push Out Trailer	PW	Awarded to New Life Environmental
RFQ 2017-020JK	Fall Soccer Uniforms	P&R	Score Sports PO72301
RFQ 2017-021JK	Fall Football Uniforms/Equipment	P&R	Coach's Team Sports PO72299
RFQ 2017-022JK	Fall Youth Sports Programs	P&R	First Team Sports PO2302
BID 2017-023LW	Re-Roof Detention Center	Fac/Maint	Due September 5, 2017

CUSTODIAL/FACILITY MAINTENANCE:

Performed routine maintenance and made repairs to various City facilities and equipment. For the month of July, 2017, we processed 82 Facility Maintenance work orders.

FLEET MAINTENANCE:

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

Total Equipment: 115
Total Work Orders: 166

Maintenance and Repair Costs:

Parts issued stocked	\$9,993.23
Parts issued non-stocked	\$58,084.36
Sublet (Vendor)	\$22,921.61
Labor	<u>\$18,166.36</u>
Total work order costs	\$109,165.55

PURCHASING:

Number of Purchase Orders 163
Purchase Order Dollars \$1,041,587.74

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%	1-Aug-17	Unknown
2017 Firehouse Subs Public Safety Foundation	Proposal in progress	Public Safety	Proposal in progress	NA	7-Sep-17	Unknown
Other Activities						
<i>Grant Administration</i>	Continued grant administration, including grant close-outs; Attended Rural Infrastructure Authority grant workshop					
<i>Research/Review/Miscellaneous</i>	Conducted research to find potential funding sources for various City projects; worked on Title VI review					

HUMAN RESOURCES REPORT – JULY 2017

Human Resources employees were busy assisting departments and processing new and separating employees. Employee performance appraisals, pay adjustments and 97 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 July Human Resources staff continued processing seasonal employees. Scheduling for required OSHA physicals will begin for eligible employees during the month of September. The City Nurse, JoeAnn will schedule the dates and times.

Planning has begun for the upcoming events that include the Annual United Way Campaign, Employee & Retiree Appreciation Luncheon, and Blood Drives. Employees will receive informational notices about dates and times.

New Employees		
William Baronich	Food & Beverage Cook – PT	Parks & Recreation – Sports Park
Kaitlyn Bell	Recreation Leader SE&P – PT	Parks & Recreation
John Burns	Wastewater Operator – A	Public Works
Kathleen Golden	Aquatic Instructor – PT	Parks & Recreation – A&FC
Lenon Harrelson	Heavy Equipment Operator	Public Works
Annette Huffman	Bridge Operator	Public Works
Michael Koch	Bridge Operator	Public Works
Dennis Kolin	Pub. Grounds Maint. Worker – PT	Parks & Recreation
Freddie Roberts	Tradesworker	Public Works
Freddie Roberts	Comm. Technician/Jailer	Public Safety
Beach Concession Workers		
Lucia Kucbelova		
Beach Lifeguards		
Barbora Bazantova		

Separated Employees		
Charlotte Porter	Animal Control Officer	Public Safety
Kevin Ladson	Bridge Operator	Public Works
Leronce Richardson	Custodian	Gen. Gov. – Support Services
Lawrence Bernard	Receptionist	Public Works
Davontay Bryan	Tradesworker	Public Works

Employee (BCBS & SAV- Rx) Insurance Update:		
June	Medical Claims Paid	155,396.82
June	Dental Claims Paid	28,676.57
June	Drug Card	99,823.68
TOTAL	June	\$283,897.07

WORKER'S COMPENSATION

(Parks & Recreation - Beach): DOI 07/06/2017 – An employee while setting up umbrellas on the beach complained of pain to the toe after stepping on a needle covered by sand. Access Medical Center treated and released the employee.

(Parks & Recreation - Beach): DOI 07/06/2017 – An employee while selling concessions became overheated and dehydrated. North Strand Medical Center treated and released the employee.

(Parks & Recreation - Beach): DOI 07/07/2017 – An employee while setting up chairs and umbrellas on the beach experienced a panic/anxiety attack after the winds blew the umbrellas away. Lifeguards and EMS treated the employee on the scene.

(Parks & Recreation – Sports Park): DOI 07/09/2017 – An employee received a burn to the right wrist after reaching into a fryer basket to remove food. The employee received first aid on the scene.

(Public Safety - Beach): DOI 07/10/2017 – An employee injured the right forearm after missing a step and falling to the ground while attempting to get down from a lifeguard stand. Access Medical Center treated the employee.

(Public Safety – Beach): DOI 07/12/2017 – An employee after PT felt nauseous and lightheaded. The medics checked the employee and supervisor removed the employee from the outside temperatures to work inside the remainder of the day.

(Public Safety - Police): DOI 07/14/2017 – An employee, after responding to a suicidal call, pulled the person from the balcony causing the person to fall on the employee. The employee's right knee struck the surface causing pain. Access Medical Center

treated and released the employee.

(Parks & Recreation - Beach): DOI 07/19/2017 – An employee while lifeguarding was stung by an insect on the right middle finger. Access Medical Center treated and released the employee.

(Parks & Recreation – Sports Park): DOI 07/23/2017 – An employee's forearm was penetrated with a nail when the employee was pulling a string to chalk the foul line on the ballfield. Grand Strand Medical Center treated and released the employee.

(Public Safety – Fire): DOI 07/23/2017 – An employee states after sleeping in the bunk room, noticed what appears to be bites causing irritation in several areas on the body including a 4" diameter raised irritated/swelling to the right thigh. The employee refused treatment.

(Public Safety – Beach): DOI 07/24/2017 – An employee states left ankle was injured after falling to the ground. The employee was driving a scooter into a parking lot when the front tire ran over some sand causing the employee to slip off and fall. Access Medical Center treated and released the employee.

(Public Safety – Police): DOI 07/26/2017 – An employee while on patrol injured right shoulder after falling from a raised wall and trying to catch self with right arm. Access Medical Center treated the employee.

(Public Safety – Beach): DOI 07/28/2017 – An employee states pain in the right shoulder radiating to neck and right lower back pain after falling from a rescue sled during PWC training. The employee refused treatment.

(Public Safety – Beach): DOI 07/28/2017 – An employee was traveling by bicycle to the training site when struck by a motor vehicle in the roadway. Employee complained of pain to the left hip, left ankle, chin and elbow. Access Medical Center and North Strand-ER treated the employee.

(Public Safety – Police): DOI 07/31/2017 – An employee states while driving down the highway in a patrol car was struck by a motorcycle. The employee complained of feeling faint, heart rate increased and sweating. Seacoast Medical Center treated the employee.