



# Monthly Report

JANUARY 2018

Human Resources

Support Services

Grants

## HUMAN RESOURCES REPORT – JANUARY 2018

Human Resources employees were busy assisting departments and processing new and separating employees. Employee performance appraisals, pay adjustments and 237 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 January Human Resources staff continued processing employees.

The City's 2017 United Way Campaign collected \$18,363.84. Using payroll deductions employees elected to donate and invest in our own community to help those in need. Thank you to all that contributed and support our efforts.

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 receive 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.

<b>New Employees</b>		
Austin Bagot	Aquatic - Volunteer – PT	Parks & Recreation – A&FC
Jacob Clemens	Facility Supervisor – PT	Parks & Recreation
William Delaney	Facility Supervisor – PT	Parks & Recreation
Nicole Delgado	Aquatic - Volunteer – PT	Parks & Recreation – A&FC
Brandon Dowdy	Aquatic - Volunteer – PT	Parks & Recreation – A&FC
Reginald Graham	Facility Supervisor – PT	Parks & Recreation
Jamie Hill	Motor Equipment Operator	Public Works

Kimi Walters	Crew Leader I	Parks & Recreation
<b>Separated Employees</b>		
Elizabeth Faulk	Childwatch Specialist – PT	Parks & Recreation – A&FC
Haley Grainger	Rec. Leader Spec. Events & Program- PT	Parks & Recreation
Hannah Hall	Firefighter/EMT	Public Safety
Mora Martin	Childwatch Specialist – PT	Parks & Recreation – A&FC
Lindsey Weiss	Childwatch Specialist - PT	Parks & Recreation – A&FC

<b>Employee (BCBS &amp; SAV- Rx) Insurance Update:</b>		
<b>December</b>	Medical Claims Paid	262,690.69
<b>December</b>	Dental Claims Paid	22,326.49
<b>December</b>	*Drug Card	78,684.89
<b>TOTAL</b>	<b>December</b>	<b>\$363,702.07</b>
*Drug card totals include Sav- RX \$77,682.24 plus BCBS run off claim of \$2.65		

### **WORKER'S COMPENSATION**

(Public Works): DOI 01/04/2018 – An employee while attempting to step up on the sidewalk, slipped on ice and fell striking head, face and eye. The employee complained of pain to the right side of head, right side of face and right eye. The employee received treatment at the North Stand ER.

(Public Safety): DOI 01/04/2018 – An employee complained of rapid heart rate, fatigue and overexertion after being exposed to cold temperature and water being sprayed by the firefighters. The employee received treatment at the North Strand ER.

(Public Works): DOI 01/04/2018 – An employee while getting out the recycling truck slipped on ice and fell striking right knee and right butt cheek. Seacoast Medical Center treated and released the employee.

(Finance): DOI 01/04/2018 – An employee while getting out the vehicle in the parking lot slipped on ice. The employee denied any injury and received no treatment.

(Public Safety): DOI 01/11/2018 – An employee complained of pain to the right index finger of the right hand after doing a jail cell check. The employee's right index finger caught in between the door and the frame of the door. The employee complained of pain, and initially denied treatment. Access Medical Center later treated and released the employee.

(Public Safety): DOI 01/16/2018 – An employee while attempting to rescue a dog from a smoke filled residence during a structure fire was bit by the dog on the right forearm. The employee declined treatment.

(Public Safety): DOI 01/31/2018 – An employee complained of difficulty walking and felt a tight and painful feeling to the right knee after assisting in a three person lift of a bariatric patient from the floor. The employee declined treatment.

*There are no new report of employees treated under Workers' Compensation for the month of January 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>
2017-038LW	Boom Truck	PW	Awarded to H & E Equipment
2017-042LW	Dump Bed	PW	Awarded to Todd's Welding, PO77122
2018-001LW	Consulting Service for Business License	REV	Awarded to Nustrat Analytics
2018-002JK	Recycle Containers	PW	Awarded to Brame
2018-003JK	Beach Waste and Recycle Signage	PW	To be determined
2018-004LW	Tennis Court Renovation	P&G	Awarded to Nets Plus
2018-005LW	Playground Renovation	P&G	To be determined
2018-006LW	Replace Driveways	PW	To be determined
2018-007LW	Hardware for Footbridge	P&G	Sellers Construct (contractor for footbridge)
2018-008LW	Italian Ice	P&R	Awarded to Carolina Quench
2018-009LW	Children Entertainment Area at Festivals	P&R	To be determined
2018-010JK	Baseball/Softball Uniforms	P&R	Awarded to Coach's Team Sports, PO72703
2018-011LW	Dog Park Restroom	P&R	Due March 20, 2018
2018-013JK	St. Patrick's Day T-Shirts	P&R	Awarded to Native Sons
2018-014JK	Spring Soccer Uniforms	P&R	Due March 5, 2018

## CUSTODIAL/FACILITY MAINTENANCE:

Performed routine maintenance and made repairs to various City facilities and equipment. For the month of January, 2018, we processed 61 Facility Maintenance work orders.

## FLEET MAINTENANCE:

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

Total Equipment: 96  
Total Work Orders: 121

### **Maintenance and Repair Costs:**

Parts issued stocked	\$4,380.82
Parts issued non-stocked	\$53,153.97
Sublet (Vendor)	\$19,869.94
Labor	<u>\$16,503.74</u>
Total work order costs	\$93,908.47

## PURCHASING:

Number of Purchase Orders	108
Purchase Order Dollars	\$409,066.29

### 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 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
<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					

January 2018