



Monthly Report

APRIL 2018

Human Resources

Support Services

Grants

HUMAN RESOURCES REPORT – APRIL 2018

Human Resources employees were busy assisting departments and processing new and separating employees. Employee performance appraisals, pay adjustments and 312 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 employees and preparing for the seasonal beach employees.

McLeod Health conducted the wellness screenings throughout the month for participants of the City's Health and Wellness Program. Participants of the program will receive their results and information to help them set and achieve 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.

Planning for the employee health and benefits fair, scheduled for June 14, has begun. 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.

ICMA Retirement Plan Specialist Daisy Jones will have individual meetings May 3 and May 4, with employees to discuss and make changes to their retirement accounts. Employees interested should contact Debbie Brown to schedule an appointment.

New Employees		
Amber Aaronson	SP/Food & Beverage Cashier – PT	Parks & Recreation
Tiara Bellamy	Front Desk Cust. Service Spec. – PT	Parks & Recreation – A&FC
Sheryl Bodnar	Comm. Technician/Jailer	Public Safety
Alexa Calder	Fitness Specialist – PT	Parks & Recreation – A&FC
Jeremy Clark	Seasonal Litter Collector – PT	Public Works
Nicole Delgado	Childwatch Specialist – PT	Parks & Recreation – A&FC
Edward Fielder	Warehouse Clerk – PT	Gen. Gov. – Support Services
Harry Hales	Buyer	Gen. Gov. – Support Services

Dimotheus Hawes	PG Special Events Worker – PT	Parks & Recreation
Bruce Nunziato	PG Special Events Worker – PT	Parks & Recreation
Brian Renaud	FF/EMT	Public Safety
Aliyah Stevenson	SP/Food & Beverage Cashier – PT	Parks & Recreation
Clifton Vaught	Seasonal Litter Collector – PT	Public Works
Raymond Volosin	Firefighter/EMT	Public Safety

Beach Services – Concession Workers

(*supervisor, ** concession worker II)

Joseph Boggs	Courtney Caines	Woodward Caldwell
Noah Carsh	Amanda Gore*	Savannah Gore
Jordan Guion-Brooks	Lukas Holenda	Marek Honza
Julia Paterson**	Richard Schwarz**	Alexis Slomka
Jamie Tekesh	Madison Tilford	Payton Todd
Jared Woody		

Beach Services - Lifeguards

Matthew Card	Kennedy Drew	Craig Fleury
Joseph Hawrysch	Emily Tyree	Kaley Tyree

Separated Employees

Melanie Brinson	Comm. Technician/Jailer	Public Safety
Donna Burqos	PG – Special Events Worker – PT	Parks & Recreation
Brenda Cahill	Front Desk Cust. Service Spec. – PT	Parks & Recreation – A&FC
Donna Davis	Front Desk Cust. Service Spec. – PT	Parks & Recreation – A&FC
Ryan Elko	Facility Supervisor – PT	Parks & Recreation
Raymond Livingston	Detention Supervisor/Evidence Custodian	Public Safety
Danny Vereen	Crew Leader I	Public Works

Employee (BCBS & SAV- Rx) Insurance Update:

March	Medical Claims Paid	315,862.06
March	Dental Claims Paid	38,365.88
March	Drug Card	76,276.36
TOTAL	March	\$430,504.30

WORKER'S COMPENSATION

(Public Safety): DOI 04/03/2018 – An employee was changing out a light bulb on the fire truck, when the light bulb broke and cut the employees left hand thumb. The employee complained of pain to the left hand thumb. Access Medical Center treated and released the employee.

(Public Safety): DOI 04/07/2018 – An employee while attempting to extinguish a vehicle fire tripped over the fire hose and fell forward unto the bumper of the fire engine. The employees' chest and ribs made contact with the engine bumper causing pain to chest and ribs. The employee initially declined treatment, but Access Medical Center later treated and released the employee.

(Parks & Recreation *SPORTS PARK*): DOI 04/29/2018 – An employee was entering the kitchen of the concession stand through a double door when the employees fingers was caught between the door and the counter. The employee complained of pain to the ring and middle finger of the left hand. North Strand – ER treated and released the employee.

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BID REQUIREMENTS:

Bid Number	Description	Dept.	Update
20218-018LW	VIRTUAL CITY TOUR	REC	TBD
2018-020LW	SEAL PARKING LOTS	P&G	BIDS 5-15-18
2018-019LW	ROADWAY AND SIDEWALK IMPROVEM.	PW	BIDS 5-31-18

CUSTODIAL/FACILITY MAINTENANCE:

Performed routine maintenance and made repairs to various City facilities and equipment. For the month of April, 2018, we processed 78 Facility Maintenance work orders.

FLEET MAINTENANCE:

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

Total Equipment: 78

Total Work Orders: 112

Maintenance and Repair Costs:

Parts issued stocked	\$5,816.26
Parts issued non-stocked	\$61,325.36
Sublet (Vendor)	\$19,326.15
Labor	<u>\$26,618.44</u>
Total work order costs	\$113,086.21

PURCHASING:

Number of Purchase Orders	136
Purchase Order Dollars	\$315,231.56

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>
Firehouse Subs Public Safety Foundation	Posi-Chek software & parts for SCBA	Public Safety	\$2,653	N/A	Awarded	
2018 & 2019 Recreational Trails Program	Funds to construct Phase I of approximately 1.5-mile multipurpose trail along Robert Edge Parkway between waterway & intersection with Highway 90	Public Works/Parks & Recreation	\$100,000	20%	14-Mar-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; attended national American Planning Association conference					

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