

Administration Department



TO: Mayor and City Council

FROM: B. Todd Glover, City Administrator

DATE: July 12, 2013

SUBJECT: Agenda for Regular Meeting of July 15, 2013

REGULAR COUNCIL MEETING

ITEM 5. FINANCE: Adopting a Grants Accounting Policy for the City of North Augusta

A. Ordinance, First Reading

An ordinance has been prepared for Council's consideration on first reading adopting a Grants Accounting Policy for the City of North Augusta.

Please see **ATTACHMENT #5-A** for a copy of the proposed ordinance.

B. Ordinance, Second Reading

Pending City Council's action on **Item #5-A** above, the ordinance is submitted for consideration.

ITEM 6. PERSONNEL: Employee of the Quarter, April, May, and June 2013 – Christie Hendrix

The City of North Augusta Employee Recognition Committee would like to recognize the Employee of the Quarter for April, May, and June of 2013, Christie Hendrix, Customer Service Representative for the Department of Finance.

Christie began her employment with the City of North Augusta on June 18, 2007.

Christie's day to day duties include assisting customers with new service, closing out accounts, sorting mail to be distributed to all departments and adding the utility payments that are received by mail. All these duties are in addition to answering a phone that never stops ringing. She also handles the water disconnect list and maintains records on payment arrangements.

During the month of June, Christie has not only handled her own responsibilities but she has taken on the responsibilities of processing utility bills, adding penalties, importing the daily electronic payments, sending out courtesy calls on late balances, and managing the meter reading functions while other employees were out on vacation. Christie was as diligent in the handling the added duties as she is with her daily job functions.

The City of North Augusta is indeed fortunate to have such a high caliber, dedicated employee like Christie Hendrix.

Congratulations to Christie Hendrix, our Employee of the second quarter of 2013. Christie will receive a plaque, a \$25 gift certificate to SMS Sportsworld, and a \$25 Wal-Mart gift card.