



City of Marco Island

Meeting Date: March 15, 2021

To: City Council

From: Guillermo Polanco, Finance Director,
Jose Duran, IT Director & Leslie Sanford, HR Manager

Through: Michael McNeese, City Manager

Re: Finance, IT, and HR Administrative Monthly Report

The following is an update of the Finance, IT, and HR operational activities and projects for the month of February:

Budget

The COVID 19 Pandemic has resulted in unplanned expenditures for fiscal year 2021. We have applied to several governmental agencies for reimbursement. On November 6th, the Collier CARES (Coronavirus Aid, Relief, and Economic Security Act) program allocated the City funding in the amount of \$1,000,000 for first responder payroll related expenditures.

Accounts Payable

503 invoices were paid on 272 checks and 58 ACH totaling \$2,119,455.
A rolling 13-month report is presented below:

Accounts Payable	2/20	3/20	4/20	5/20	6/20	7/20	8/20	9/20	10/20	11/20	12/20	1/21	2/21
Amount Paid	1,540,067	1,323,827	1,511,362	1,657,690	1,147,316	1,488,315	2,515,815	1,328,586	2,875,755	2,229,243	2,062,671	1,543,883	2,119,455
Invoices Paid	408	409	576	443	372	491	426	374	415	584	430	447	503
Checks	181	236	284	158	149	204	171	245	218	218	169	233	272
ACH	51	46	58	47	53	49	51	44	56	48	47	45	58
PCards	356	557	436	453	485	446	469	493	528	373	389	395	472

Utility Customer Services

CALLS: 890

WORK ORDERS: 251

A rolling 13-month report is presented below:

Work Orders for Dept (UTILITY)	2/20	3/20	4/20	5/20	6/20	7/20	8/20	9/20	10/20	11/20	12/20	1/21	2/21
BACKFLOW REPAIR	4	5	8	3	1	4	2	1	3	2	5	2	1
BACKFLOW TEST		1											
BEES IN METER	1					2			2				
CHANGE WT-1 METER	1		1										
CUSTOMER LEAK	2		3		1	1		1	1		1	1	1
DIAL											30	8	8
DEMO						1							
DOWNSIZE											1	2	2
FINAL READ OWNER	65	114	67	49	97	95	111	135	106	109	122	106	108
FIRE PROTECTION C/O				1									
HIGH WATER BILL	2	2	5	4	6	3	2	5	2	3		4	4
INTRNL MTR CHNGE OUT									1				4
IR CHANGE OUT	1	1	1		3			1		1		1	
IRRIGATION METER												1	
LOCK PER CUSTOMER												1	
LOW PRESSURE		2	3	1	1	1		2	2			1	1
METER BOX/LID REPLACEMENT	1	20									1		
METER DOWNSIZE					2					1			
METER CO										1	51	7	7
NEW METER	4		1		1		1	1	1	3	12	19	11
NEW READ MARCO SHORE													
NEW READ OWNER													
NEW RECLAIM METER									1				
NEW WATER METER		8	6	13	19	13	3	7	5				
NO WATER	1	1	1		1		1						
OFF PER CUST REQUEST	14	28	4	4	6	3	4	1	2	1	2		2
PROBLEM/COMPLAINT	59	62	10	29	14	13	11	24	19	17	13	19	13
RC CHANGE OUT	1				1							2	
RED TAG NON-PAYMENT	28	2		1	1	1						1	1
RELOCATE METER										1	2	1	
REMOVE METER	12		1						1	1			
REMOVE RECLAIM METER													
REPAIRS	1		4	3	2	1					2		
RE-READ		1	2					1					1
SERVICE LINE LEAK	1	1	3	2		2	1	8	9	2	4	4	1
SERVICE LINE REPAIR	2	2		3	4	2	1	9	4	2	1		
SET UP TEMP METER		1					4						
STUCK METER	108	70	20	49	34	21	12	23	19	4	21	68	51
TEMP METER RETURNED					3	1	3	1				1	1
TURN WATER ON	9	24	5	2	4	3		3	3	3	2	4	3
UNLOCK MTR/BCKFLW IN		1		1	1				1	2	1	1	2
UPSIZE METER							2		1	1		1	1
WATER CHANGE OUT						12	19	3	2				
WATER MAIN BREAK		1		1		1		1			1	1	
WT CHANGEOUT WITH BACKFLOW			6	4			2			2	29	23	23
YELLOW TAG		1			35	3	1	1			2	2	5
TOTAL	318	349	151	170	237	183	180	228	185	156	303	281	251

Purchasing:**Purchase orders:**

55 purchase orders were issued in February of 2021 in the total amount of \$473,394.10

- 31 for the amounts less than \$5,000
- 10 for the amounts between \$5,000 and \$9,999
- 14 for the amounts between \$10,000 and \$49,999
- 0 for \$50,000+.

P-Cards:

472 p-card transactions were made in the month of February in the total amount of \$74,862.33

Active bid solicitations:

<u>Bid number</u>	<u>Date due</u>	<u>Title</u>	<u>City Council approval</u>
ITB-2021-007	3/18/2021	Inlet Drive Shared Pathway (from Travida Terrace to Addison Court) – FDOT Grant Project	4/19/2021
ITB-2021-008	3/18/2021	Bald Eagle Dr. Shared Pathway (from Collier Blvd. to Old Marco Ln.) – FDOT Grant Project	4/19/2021
ITB-2021-014	3/18/2021	South Water Treatment Plant (SWTP) Acidification of Two (RO-14 and RO-19) Production Wells	4/5/2021
ITB-2021-013	3/17/2021	NWTP (North Water Treatment Plant) Lime Sludge Hauling, Removal, and Disposal	4/5/2021

Risk management:

No new incidents/lawsuit in February of 2021.

Human Resources

- The following positions are vacant: Seven positions in the Police Department: Police Officer (Five positions), CSO (One position) and Facilities Custodian/PT; Two positions in the Building Department: Building Inspector-Plumbing/Mechanical and Temporary Permit Clerk; Two positions in the Parks and Recreation Department: Maintenance Worker I and Maintenance Worker/PT/Racquet Center; One position in the Fire Rescue Department: Firefighter; One position in the Water & Sewer Department: Utility Systems Technician and One position in the IT Department: Network Specialist, Senior. The City recruits continually for Police Officer and Community Service Officer.
- Rollout of City Wellness Incentive program: Cigna Motivate Me
- Continue to work on Administrative Policies for the City
- Conducting review of Compensation and Pay plan
- Participating in IAFF contract negotiations

Grants

- 433189-1-58-01 - N Collier Boulevard from E. Elkcam Circle to Buttonwood Court Sidewalks – The Initial Information package was submitted to FDOT on December 13, 2018. 100% plans were submitted to FDOT on March 8, 2019. Received Design Complete Memo on July 18, 2019. Received FDOT approval on Bid Documents and Construction Contract Checklist. LAP agreement was approved by City Council on September 3, 2019. The Bid Opening was November 14, 2019. City Council approved Award of Contract on January 6, 2020. The Pre-construction meeting was held on June 3, 2020 and the City will issue Notice to Proceed (NTP) to contractor to begin construction on July 13, 2020. Next steps: conduct the EEO site inspections, conduct employee interviews, and monitor and review daily reports and certified payroll. The contractor began construction on August 4, 2020. The project is approximately 100% completed. Awaiting FDOT final inspection, 100% EEO and final close documentation.
- 436970-1-58-01 – San Marco Road from S. Barfield Dr to 400 feet East of Vintage Bay - The project is approximately 100% complete. The project passed final inspection from FDOT, the 100% EEO compliance audit is complete. The City is invoicing for the final reimbursement from the State.