



City of Marco Island

Meeting Date: January 21, 2020

To: City Council

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

Through: Michael McNees, 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 December:

Software Implementation

All Tyler-Munis applications including the latest one implemented, UB (Utility Billing), are now live in the Cloud/SaaS (Software as a service) version.

Budget

Other than Hurricane Irma's unplanned related expenditures, we do have a lower than expected revenues and higher than expected expenses for the Building Department. This appears to be a normalization of the department's seasonality after several large projects, i.e. Hilton and Marriott, and Hurricane Irma. Most new construction, remodels, and redevelopments tend to be during the summer. Please see attached first quarter budget update.

Accounts Payable

417 invoices were paid on 158 checks and 48 ACH totaling \$2,414,287. A rolling 13-month report is presented below:

Accounts Payable	12/18	1/19	2/19	3/19	4/19	5/19	6/19	7/19	8/19	9/19	10/19	11/19	12/19
Amount Paid	2,416,378	2,446,315	2,566,276	2,285,410	2,029,046	4,999,924	1,760,550	2,747,744	2,226,214	2,393,101	3,277,929	2,066,205	2,414,287.17
Invoices Paid	510	407	519	543	476	706	481	427	456	575	416	507	417
Checks	172	190	214	224	237	256	231	191	162	188	181	218	158
ACH	41	37	54	69	54	80	47	58	64	65	76	52	48
PCards	393	440	502	462	504	501	474	471	441	406	478	384	382

Utility Customer Services

CALLS: 710

WORK ORDERS: 202

A rolling 13-month report is presented below:

Work Orders for Dept (UTILITY)	12/18	1/19	2/19	3/19	4/19	5/19	6/19	7/19	8/19	9/19	10/19	11/19	12/19
BACKFLOW REPAIR	4	3	2	1	5	8	5	5	2	2	6	3	
BACKFLOW TEST					1								
BEES IN METER	1	1			1	1							
NEW METER BOX	1	1					1		1				
WATER MAIN BREAK						1	4	1	1	1			1
CUSTOMER LEAK		3		2			1	2	1	1	2	4	3
CONTRACTOR TEMP MTR		2	2	1									
METER DOWNSIZE	1			3		1	1			1	1		
FINAL READ BANK						2	1		1				
FINAL READ OWNER	47	50	71	77	99	103	57	66	59	41	69	62	76
FINAL READ RENTER	12	13	10	5	9	14	12	13	7	6	6		
FIRE PROTECTION C/O					1								
FLUSH OUT METER						1	1						
HIGH WATER BILL	5	3	3	1	2			1		43	20	9	3
NEW READ BANK				1	1			1					
NEW READ MARCO SHORE			1										
NEW READ OWNER	58	51	71	74	93	105	64	69	31				
NEW READ RENTER	4	8	7	7	6	5	9	10	2				
IR CHANGE OUT	5	1	7	1	2		1	2					3
INTRNL MTR CHNGE OUT					3						1		
IRRIGATION CHANGEOUT W/ BACKFLOW	2												
SERVICE LINE LEAK		6	1		4	2	5	5	2	5	6	1	5
LOCK PER CUSTOMER					5	1	2	2					
LOW PRESSURE			1		1	1	1	1		1	2		
METER BOX/LID REPLACEMENT											33		
NEW COMPANION METER&2nd wt													
NEW INTERNAL METER													
NEW IRRIGATION METER		1	1						2				
NEW RECLAIM METER													
NEW MTR COMPOUND WT1													
NEW WATER METER	5	10	7	6	4	13	7	5	9	7		28	21
NO WATER	2			1	7				1		1	1	1
OFF PER CUST REQUEST	1	1	3	2	1	8	4	1	1			1	
OPT 3 HOOT SYST 10YR													
PROBLEM/COMPLAINT	19	21	26	8	12	14	6	8	4	1	3	47	30
RC CHANGE OUT			2	2	2		1		1			1	
UNDERGROUND BORING										2	1		
RED TAG NON-PAYMENT	30	28	24	19	27	26	23	32	13				1
RELOCATE METER					1			1					
REMOVE IRR METER				1									
REMOVE RECLAIM METER													
REMOVE METER					1	1						1	
REPAIRS			1	1		6	3	1	1	1	21	3	1
RE-READ		1	1	1	1			4	3		1	2	
SEWER BACKUP/ISSUE	2	1		5	1	3		1	3	1	2		1
SEWER HOOKUP PERMIT									1				
STUCK METER									3	43	32	94	2
TEMP METER RETURNED													
SERVICE LINE REPAIR	2	5	4	2		2	7	4	5	6	9	2	3
YELLOW TAG		3	1	1		1				1			1
SET UP TEMP METER									1				
TURN WATER ON "ON"	28	36	26	24	30	25	27	30	20	3	5		
UNLOCK MTR/BCKFLW IN	1	1	1			1	1		1	1	1		
UPSIZE METER								1	1				
WATER QUALITY		1											
WATER CHANGE OUT	4		3	4	5	24	3	7	3				
CHANGE WT-1 METER						1							
CHANGE WT-3 METER	1		70	215			1			1			
WT CHANGEOUT WITH BACKFLOW	125	37			34	109	48	23	16		4		1
NEPTUNE DIAL CHANGE				1									
TOTAL	360	288	346	466	359	479	296	296	196	168	226	259	153

Purchasing

Purchase orders:

68 purchase orders were issued in December of 2019 in the total amount of \$925,668.04

- 48 for the amounts less than \$5,000
- 9 for the amounts between \$5,000 and \$9,999
- 8 for the amounts between \$10,000 and \$49,999
- 3 for \$50,000+:

PO#	Vendor Name	Amount	For:
200260	ELI CONTRACTING	\$114,056.25	REPAIR OF STORM DRAIN LINE @ 165 GULFSTREAM (City Contract 14-015)
200235	TORAY MEMBRANE	\$70,204.47	SWTP RO MEMBRANE REPLACEMENT (City Contract 16-008)
200258	INFOSEND, INC.	\$52,350.00	UTILITY BILL PRINTING & MAILING (vendor name change-new PO-Piggy-back on Collier County Contract #18-7312-A)

P-Cards:

382 p-card transactions were made in the month of December in the total amount of \$70,639.54

Bid solicitations:

Bid number	Date due	Title	City Council approval
ITB 2020-005	1/30/2020	Yellowbird Street Roadway and Utility Reconstruction Project	2/18/2020
RFQ 2020-006	2/6/2020	Construction Manager at Risk - Veterans' Community Park	3/2/2020
RFQ 2020-003	1/16/2020	Design Services for Source Water Facility Generator	2/18/2020
RFQ 2020-008	1/16/2020	Structural Bridge Design Services for the Replacement of the West Winterberry Dr. Bridge	2/18/2020
RFP 2020-009	1/15/2020	Planning Consulting Services for the Comprehensive Plan Update	2/3/2020

Risk management:

Firefighters Pension Fund fiduciary liability insurance policy was renewed for FY20 in the amount of \$3,003.00.

City carries a very comprehensive terrorism insurance policy covering up to \$50,000,000.00 in losses caused by the acts of both certified and non-certified terrorism.

Human Resources

- All positions are full with the exception of: Seven positions in the Police Department: Police Officer (Four positions), Police Records Clerk, Administrative Assistant-Code and CSO (Three positions); one position in Executive Department: Assistant to the City Manager; one position in Information Technology: IT Director; one position; and one position in the Racquet Center: Park Attendant-PT. The City recruits continually for Police Officer and Community Service Officer.
- Continue to work on Administrative Policies for the City

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. Next step: Present Award of Contract to City Council for approval.
- 436970-1-58-01 – San Marco Road from S. Barfield Dr to 400 feet East of Vintage Bay - The Initial Information package was submitted to FDOT on December 13, 2018. 100% plans were submitted to FDOT on March 15, 2019. Received Design Complete Memo on August 27, 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 held on October 24, 2019. Bid Award Recommendation approved by FDOT on October 30, 2019. Next step: Present Award of Contract to City Council for approval.