



City of Marco Island

Meeting Date: June 17, 2019

To: City Council

From: Guillermo Polanco, Finance Director,
Jordan Turek, IT Director & Leslie Sanford, HR Manager

Through: David Harden, 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 May:

Audit

Attached is a memo from the City's audit Firm, Mauldin & Jenkins, concerning independence as well as other documents containing information concerning independence and internal control requirements.

Software Implementation

The nineteenth conversion file has been created from the legacy system's customer data files and has been uploaded into the Tyler Munis Utility Billing Module in the test instance to undergo proofing. The Project completion date is scheduled for August 2019.

Budget

Other than Hurricane Irma related expenditures no unplanned or reported FY 2019 budget issues have arisen to date. The City Council workshops will continue June 17th with discussion of the General Government and Water & Sewer operating budgets.

Accounts Payable

706 invoices were paid on 256 checks and 80 ACH totaling \$4,999,924. A rolling 13-month report is presented below:

| Accounts Payable | 4/18 | 5/18 | 6/18 | 7/18 | 8/18 | 9/18 | 10/18 | 11/18 | 12/18 | 1/19 | 2/19 | 3/19 | 4/19 | 5/19 |
|------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Amount Paid | 1,492,524 | 2,568,302 | 2,371,863 | 2,844,629 | 2,728,069 | 1,472,692 | 3,282,632 | 2,303,830 | 2,416,378 | 2,446,315 | 2,566,276 | 2,285,410 | 2,029,046 | 4,999,924 |
| Invoices Paid | 489 | 495 | 558 | 419 | 533 | 413 | 454 | 476 | 510 | 407 | 519 | 543 | 476 | 706 |
| Checks | 242 | 216 | 258 | 201 | 227 | 191 | 215 | 208 | 172 | 190 | 214 | 224 | 237 | 256 |
| ACH | 54 | 49 | 44 | 42 | 53 | 49 | 72 | 45 | 41 | 37 | 54 | 69 | 54 | 80 |
| PCards | 478 | 550 | 479 | 467 | 531 | 480 | 487 | 380 | 393 | 440 | 502 | 462 | 504 | 501 |

Utility Customer Services

CALLS: 652

WORK ORDERS: 379

A rolling 13-month report is presented below:

| Work Orders for Dept (UTILITY) | 4/18 | 5/18 | 6/18 | 7/18 | 8/18 | 9/18 | 10/18 | 11/18 | 12/18 | 1/19 | 2/19 | 3/19 | 4/19 | 5/19 |
|----------------------------------|------|------|------|------|------|------|-------|-------|-------|------|------|------|------|------|
| BACKFLOW REPAIR | | | 2 | 2 | 1 | 6 | 10 | 3 | 4 | 3 | 2 | 1 | 5 | 8 |
| BACKFLOW TEST | | | | | | | | | | | | | 1 | |
| BEEES IN METER | | | | 3 | 1 | 1 | | 1 | 1 | 1 | | | 1 | 1 |
| NEW METER BOX | | | 1 | | | 2 | | | 1 | 1 | | | | |
| WATER MAIN BREAK | 1 | | 1 | | 1 | | 1 | 1 | | | | | | 1 |
| CUSTOMER LEAK | 1 | 4 | 3 | 1 | 3 | | | | | 3 | | 2 | | |
| CONTRACTOR TEMP MTR | 2 | 2 | 2 | 2 | 1 | 1 | 1 | | | 2 | 2 | 1 | | |
| METER DOWNSIZE | 1 | 1 | 2 | | 1 | 1 | 1 | | 1 | | | 3 | | 1 |
| FINAL READ BANK | | | | 1 | | 1 | 1 | | | | | | | 2 |
| FINAL READ OWNER | 92 | 100 | 71 | 54 | 65 | 48 | 70 | 39 | 47 | 50 | 71 | 77 | 99 | 103 |
| FINAL READ RENTER | 22 | 16 | 31 | 16 | 20 | 10 | 19 | 10 | 12 | 13 | 10 | 5 | 9 | 14 |
| FIRE PROTECTION C/O | | | | | | | | | | | | | 1 | |
| FLUSH OUT METER | | 1 | | | | | | | | | | | | 1 |
| HIGH WATER BILL | | 3 | 1 | 4 | 5 | 7 | 5 | 1 | 5 | 3 | 3 | 1 | 2 | |
| NEW READ BANK | 1 | 1 | | | | 1 | | | | | | 1 | 1 | |
| NEW READ MARCO SHORE | | | | | 2 | | | | | | 1 | | | |
| NEW READ OWNER | 101 | 96 | 92 | 62 | 66 | 59 | 75 | 41 | 58 | 51 | 71 | 74 | 93 | 105 |
| NEW READ RENTER | 11 | 19 | 7 | 11 | 15 | 9 | 13 | 11 | 4 | 8 | 7 | 7 | 6 | 5 |
| IR CHANGE OUT | | | | | 1 | | 3 | | 5 | 1 | 7 | 1 | 2 | |
| INTRNL MTR CHNGE OUT | | 2 | 1 | | | 1 | | | | | | | 3 | |
| IRRIGATION CHANGEOUT W/ BACKFLOW | | | | | | | | | 2 | | | | | |
| SERVICE LINE LEAK | 4 | 5 | 3 | | 4 | 9 | 2 | 3 | | 6 | 1 | | 4 | 2 |
| LOCK PER CUSTOMER | 2 | 2 | 2 | | | 2 | | 1 | | | | | 5 | 1 |
| LOW PRESSURE | 1 | 3 | | 1 | 3 | 1 | 3 | 1 | | | 1 | | 1 | 1 |
| METER BOX/LID REPLACEMENT | | | 1 | | | 1 | | | | | | | | |
| NEW COMPANION METER&2nd wt | | | | | | 1 | | | | | | | | |
| NEW INTERNAL METER | | | 1 | 1 | | | | | | | | | | |
| NEW IRRIGATION METER | | | | 1 | | | | | | 1 | 1 | | | |
| NEW RECLAIM METER | | | | | | | | | | | | | | |
| NEW MTR COMPOUND WT1 | | | | | | | | | | | | | | |
| NEW WATER METER | 5 | 6 | 8 | 6 | 5 | 1 | 5 | 11 | 5 | 10 | 7 | 6 | 4 | 13 |
| NO WATER | | 1 | | | 3 | | 2 | | 2 | | | 1 | 7 | |
| OFF PER CUST REQUEST | 7 | 8 | 2 | 2 | 2 | 3 | 1 | 2 | 1 | 1 | 3 | 2 | 1 | 8 |
| OPT 3 HOOT SYST 10YR | | | | | | | | | | | | | | |
| PROBLEM/COMPLAINT | 14 | 15 | 12 | 13 | 5 | 15 | 13 | 11 | 19 | 21 | 26 | 8 | 12 | 14 |
| RC CHANGE OUT | | 1 | | | | 2 | 2 | 1 | | | 2 | 2 | 2 | |
| UNDERGROUND BORING | | | 1 | | 1 | 2 | | | | | | | | |
| RED TAG NON-PAYMENT | 30 | 26 | 19 | 25 | 21 | 24 | 39 | 31 | 30 | 28 | 24 | 19 | 27 | 26 |
| RELOCATE METER | | 1 | | | | 1 | | | | | | | 1 | |
| REMOVE IRR METER | | | | | | 2 | | | | | | 1 | | |
| REMOVE RECLAIM METER | | | | | | | | | | | | | | |
| REMOVE METER | | | | | | | 1 | | | | | | 1 | 1 |
| REPAIRS | 5 | 2 | | 5 | 2 | 4 | 2 | 2 | | | 1 | 1 | | 6 |
| RE-READ | 1 | 1 | 4 | 4 | 3 | 4 | 1 | 1 | | 1 | 1 | 1 | 1 | |
| SEWER BACKUP/ISSUE | 3 | 5 | 1 | | 2 | | | 1 | 2 | 1 | | 5 | 1 | 3 |
| STUCK METER | | | | | | 1 | | | | | | | | |
| TEMP METER RETURNED | | | | | | | 2 | | | | | | | |
| SERVICE LINE REPAIR | | 8 | 5 | 2 | 11 | 4 | 5 | 5 | 2 | 5 | 4 | 2 | | 2 |
| YELLOW TAG | 1 | | 3 | 3 | | 3 | 1 | | | 3 | 1 | 1 | | 1 |
| SET UP TEMP METER | | | | | | | | 1 | | | | | | |
| TURN WATER ON "ON" | 27 | 24 | 20 | 27 | 17 | 27 | 39 | 31 | 28 | 36 | 26 | 24 | 30 | 25 |
| UNLOCK MTR/BCKFLW IN | | | 2 | | 1 | 1 | 3 | 2 | 1 | 1 | 1 | | | 1 |
| UPSIZE METER | | | | | 1 | | | | | | | | | |
| WATER QUALITY | | | | | | | | | | 1 | | | | |
| WATER CHANGE OUT | 37 | 26 | 12 | 31 | 16 | 56 | 8 | 3 | 4 | | 3 | 4 | 5 | 24 |
| CHANGE WT-1 METER | | | | | | | | | | | | | | 1 |
| CHANGE WT-3 METER | | | | | | 1 | | | 1 | | 70 | 215 | | |
| WT CHANGEOUT WITH BACKFLOW | 43 | 60 | 3 | 25 | 8 | 110 | 67 | 35 | 125 | 37 | | | 34 | 109 |
| NEPTUNE DIAL CHANGE | | | | | | | 1 | | | | | 1 | | |
| TOTAL | 412 | 439 | 313 | 302 | 287 | 422 | 396 | 249 | 360 | 288 | 346 | 466 | 359 | 479 |

Purchasing

Purchase orders:

62 purchase orders were issued in May of 2019 in the total amount of \$372,572.80:

- 41 for the amounts less than \$5,000
- 12 for the amounts between \$5,000 and \$9,999
- 8 for the amounts between \$10,000 and \$49,999
- 1 for \$50,000+: PO 180644 to Belfor USA in the amount of \$89,150.71 for deck and seawall repair at the sailing center at the Marco Island Yacht Club. Subject to FEMA/insurance reimbursement.

P-Cards:

501 p-card transactions were made in the month of March in the total amount of \$88,264.82

Active bid solicitations:

| Bid number | Date Due | Title | City Council approval |
|------------|----------|---------------------------|-----------------------|
| ITB-19-023 | 7/8/2019 | Annual Street Resurfacing | Scheduled for 7/15/19 |

Risk management:

On 4.3.19 one of the building inspectors struck a vehicle at the Esplanade parking area. City reimbursed other party’s insurance \$1,049.76 for fixing other party’s vehicle. There was no damage to City vehicle.

On 4.24.19 Public Works employee struck another vehicle at Lowes parking lot. There was no damage to the City vehicle, however City has paid \$1,624.11 to repair other party’s vehicle and approx. \$150 for a car rental while it was being fixed.

On 5.2.19 Public Works employee knocked off a mailbox adjacent to the residence. City has fixed the mailbox, there was no damage to the vehicle.

On 5.24.19 streetlight was knocked down during an accident. City is estimating the damage and will submit for reimbursement to the guilty party’s insurance.

Human Resources

- All positions are full with the exception of: 7 positions in the Police Department: Police Officer (4 positions) and CSO (3 positions). 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 – 60% plans sent to FDOT for review on 10/25/18. The Initial Information package was submitted to FDOT on 12/13/18. 90% plans submitted to FDOT for review on 01/18/19. 100% plans submitted to FDOT on March 8, 2019. Next steps – Receive Design Complete Memo from FDOT and create the construction contract for the grant project and complete the construction contract checklist.
- 436970-1-58-01 – San Marco Road from S. Barfield Dr to 400 feet East of Vintage Bay - 90% plans sent to FDOT for review on 12/24/18. The Initial Information package was submitted to FDOT on

12/13/18. 100% plans submitted to FDOT on March 15, 2019. Next steps – Receive Design Complete Memo from FDOT and create the construction contract for the grant project and complete the construction contract checklist.