



City of Marco Island

Date: July 21, 2025
To: City Council
From: Casey Lucius, Ph.D., Assistant City Manager
Re: Internal Services Departmental Report for June 2025

City Manager's Office:

- Assistant City Manager began HR Director interviews; received over 70 applications and conducted 20 interviews to date. Second round interviews are scheduled for end of July.
- Assistant City Manager began Fire Union negotiations with the Fire Chief and representatives from IAFF Local 2887.
- Serve as Chair of the FCCMA Professional Development Committee; lead monthly meetings
- Assistant City Manager and City Clerk met with employees in preparation for hurricane activation.
- Distributed July Newsletter to 10,193 residents via new website; newsletter was opened by 2,457 residents.
- 6 press releases were sent from the City Manager's Office in June.
- 64 social media posts were posted from the City Manager's Office.
- 7 app notifications were sent using the new Marco Island App and Live Feed webpage.

Leslie Sanford, IPMA-SCP – Human Resources Manager

Human Resources – June 2025

- The City currently has 8 positions that are unfilled, this is the same as the previous month. 1 position has been posted over 2 months: Floodplain Coordinator. The Water & Sewer Collections and Distribution team has 3 open positions for Utility Systems Technician. Police Officer is posted continuously.
- Conducted 3 New Employee Orientations, as well as a Group Orientation for 6 Summer Interns.
- Processed 2 new workers comp incidents – 1 Lost Time and 1 Medical Only
- Updated 1 Personnel Action for one employee that has gained a certification in the Water & Sewer Customer Service Department
- Processed 1 Promotion – Public Works – Maintenance Worker II to Crew Leader
- Processed 4 employee terminations – 4 voluntary resignations: Police and Fleet & Facilities Departments.

- Recognized longevity for 3 employees with June anniversaries.

Angela R. Johenning, C.F.E, CPPB – Purchasing & Risk Manager

1. Risk Management philosophy and strategies

- Risk Manager has been working on the annual insurance policy renewal. This includes reviewing and updating our vehicle schedules, property schedules and liability coverages.
- Risk Manager took part in a webinar on June 19th through the Greater Fort Myers Chapter of the Association of Certified Fraud Examiners (ACFE). The webinar was related to financial fraud and detection and prevention strategies.

2. Efficiency in our Purchasing Program

- Purchasing Manager worked on the creation of the following sole source or piggyback contracts:
 - Purchasing Manager worked with the Fleet & Facilities Department and City attorney to create a contract with Enterprise Fleet Management which will be presented to City Council on July 21st. This contract was procured by piggybacking off of a competitively bid contract through Sourcewell.
 - Purchasing Manager worked with the Water & Sewer Department and City attorney to create a contract with Eaton Corporation which will be presented to City Council on July 21st. This contract was procured as a sole source since Eaton is the manufacturer of the equipment which will be upgraded.
 - Purchasing Manager worked with the Water & Sewer Department and City attorney to create a contract with USSI for smoke testing. This contract was procured by piggybacking off of a competitively bid contract through the City of Clearwater. This contract was presented and approved by City Council at the July 7th City Council meeting.
 - Purchasing Manager worked with the Water & Sewer Department and City attorney to create a contract with Ferguson Enterprises for a subscription based meter reading service. This contract was procured by piggybacking off of a contract through the City of Cape Coral. This contract will be presented to City Council for their decision at a future date TBD.

Purchase orders:

57 purchase orders were issued in June 2025 in the amount of \$605,099. Fiscal Year-to-date we have issued 658 Purchase Orders for \$18,814,637.82. Last fiscal year-to-date we issued 660 Purchase Orders for \$18,513,358.14. This is a decrease in volume of .3 percent and an increase of about 1.6% in terms of encumbered dollars.

In June 2025 we issued purchase orders in the following thresholds:

- 37 for the amounts less than \$5,000
- 8 for the amounts between \$5,000 and \$9,999
- 12 for the amounts \$10,000 and above

P-Cards:

507 pcard transactions were processed in the month of June 2025 for a total of _____
425 pcard transactions were processed in the month of May 2025 for a total of _____

Active bid solicitations:

<u>Bid</u> number	<u>Date due</u>	Title	City Council approval
ITB 2023-034	02/15/2024	RWP MBR Wind Retrofit Improvements (FEMA project)	TBD-Waiting on FEMA
ITB 2025-017	08/13/2025	Sand Hill Street Shared Use Path	09/08/2025
ITB 2025-021	08/20/2025	Marco Island Alternate Bike Lanes	09/08/2025

Joe Parrilli –Manager, Fleet and Facilities

Updates

- 1001 work orders assigned in June with a 98% completion rate
- 170 self-initiated work orders assigned through facilities staff rounding
- Annex roof replacement has begun, and completion scheduled for 7/18
- Airnasium project kickoff meeting with Rycon Construction is set for 7/14
- Quarterly building HVAC PM's have been completed at the end of June
- Filled empty administrative coordinator position
- The consultant identified building envelope deficiencies causing HVAC issues at PD, and all have been rectified.

Facilities Capital projects

1) High Priority

- Winterberry beach access; FY26 budget
- Racquet center maintenance projects; approved for FY25
- Annex roof replacement; currently underway
- Police dock (work is coordinated with Colier county)
- Thor Guard issues (not budgeted)

2) In Progress Projects

- Annex elevator modernization project
- Replace bad temperature sensors in PD building controls
- Airnasium was approved by council on June 2nd
- Vandalism repairs around city property
- Beach beautification project

3) Important But Wait for funding/staffing resources

- City hall flood panels
- Building department ADA restrooms
- PD 2nd floor access (non-budgeted)
- PD heat sensors for fire alarm

Jose Duran – IT Director

**Information Technology Department Report
June, 2025 Update**

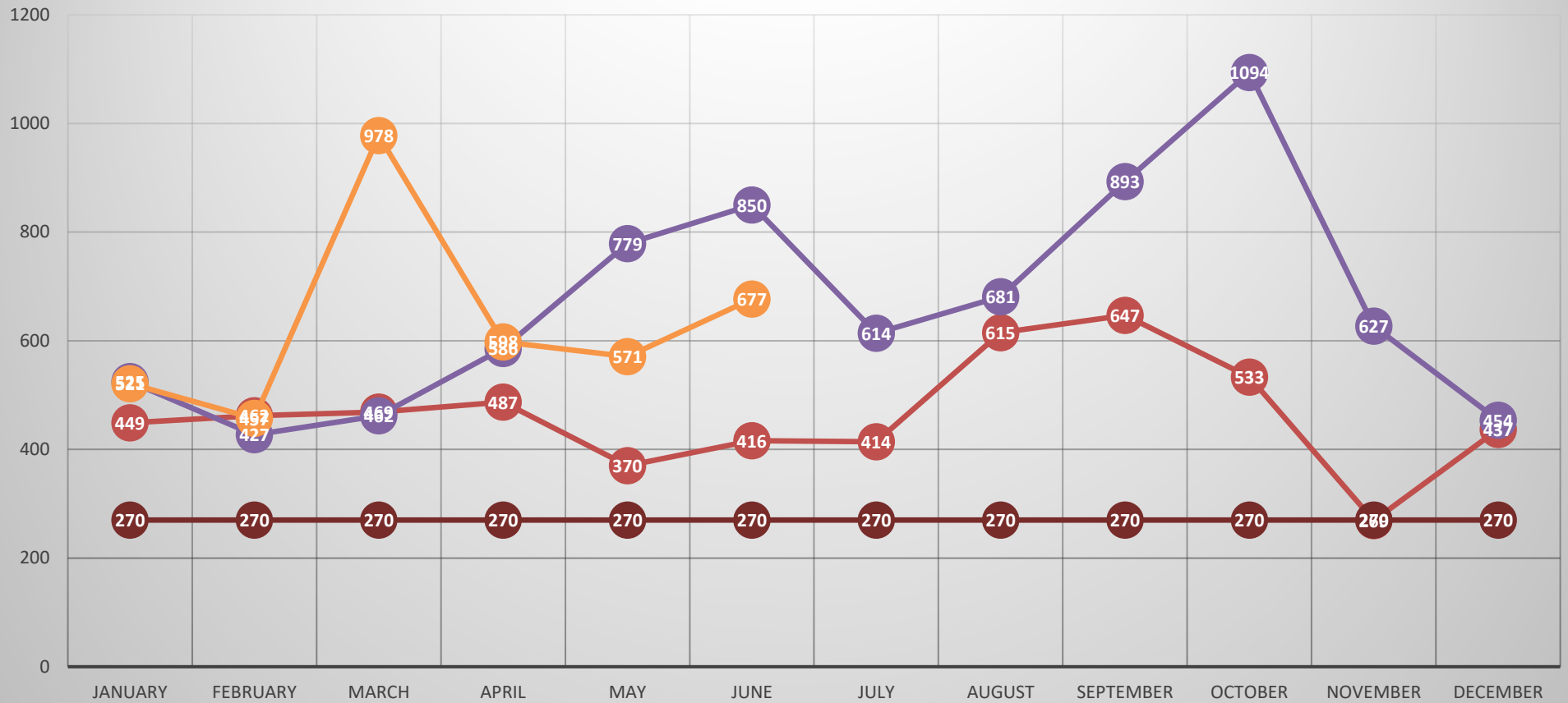
IT Projects, Goals, and Objectives	Start	Estimated End	Status
Support all networks, network devices, telecommunications, and software City wide.		Ongoing	677 helpdesk tickets were submitted in June, 2025. <i>3821 tickets (2025)</i> <i>7992 tickets (2024)</i> <i>5552 tickets (2023)</i> <i>5954 tickets (2022)</i>
Server, Storage, and Networks	Jan '21	Ongoing	<ul style="list-style-type: none">• Completed fast storage array work.• Work is ongoing with minor network changes as we continue to move network equipment to FS50, 95% complete.• In the process of moving MIPD server equipment to our redundant server cluster. 60% complete.• Completed network and access control standup for new North Plant C&D Building.

Computer system refresh cycle	FY18	Ongoing	<p>Replace employee computer systems every 5 years with new technologies as appropriate.</p> <ul style="list-style-type: none"> • FY25 Refresh 25 Laptops 15 Desktops • FY24 Refresh 35 Laptops 22 Desktops • FY23 Refresh 30 Laptops
City Facilities Fiber Mapping	11/21	Ongoing	<ul style="list-style-type: none"> • Mapping out existing fiber across all city campuses. • Adding additional routes for redundancy and new providers. • Contract work with Summit Broadband on Dark Fiber Runs. Estimated completion for majority of work is end of December 2024 and end of June 2025 for final two runs requiring permits due to distance and additional equipment. Some Summit Broadband delays have extended this to August of 2025. • Delays on this project due to construction.

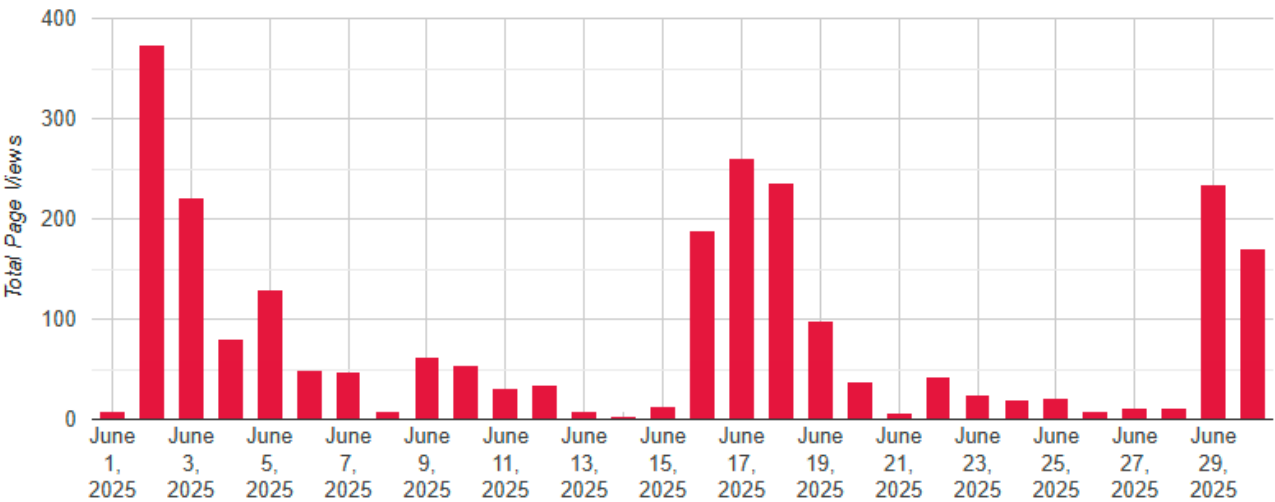
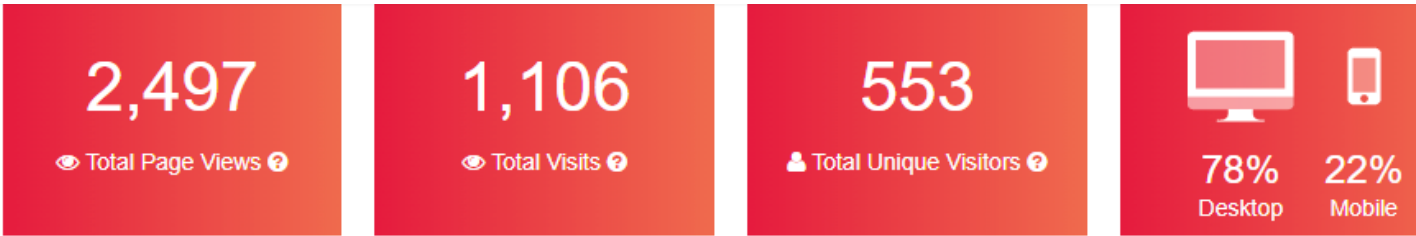
CMI Help Desk Ticket Trending – June, 2025

CMI Help Desk Ticket Trends Year over Year vs. Gartner Average

—●— 2023 —●— 2024 —●— 2025 —●— Gartner Avg. (1.2x Userbase)



Online Video Streaming Site Visitor Statistics – Period: June, 2025

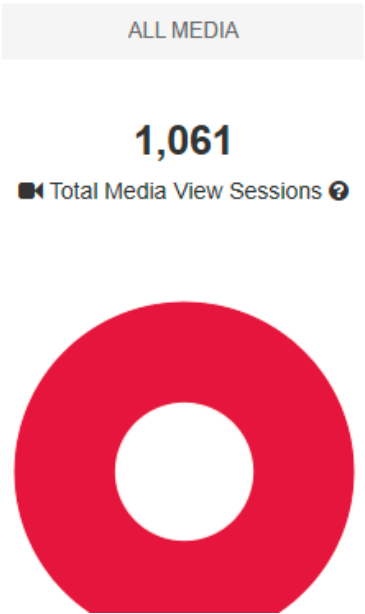


WHAT MEDIA YOUR CITIZENS ARE VIEWING

All MediaLive EventsEncoder StreamsOn Demand Media

Filter by title

Media Title ?	Type ?	Total Views ?
Marco Island TV 24/7	Encoder	369
City Council on 2025-06-02 5:30 PM	Archive	242
City Council on 2025-06-16 5:30 PM	Archive	104
City Council on 2025-06-02 5:30 PM	Live event	64
Planning Board on 2025-06-06 9:00 AM	Archive	40
Waterways Advisory Committee on 2025-06-19 8:30 AM	Archive	35



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Internet Site Visitor Statistics – June, 2025

Active users ▼

28K

↑ 96.3%

Event count ▼

220K

↑ 110.4%

Key events ▼

0

-

New users ▼

27K

↑ 88.2%

