



# City of Marco Island

Meeting Date: August 19, 2019

To: City Council

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

Through: Michael McNees, City Manager

Re: Finance, IT, and HR Administrative Monthly Report

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

## Software Implementation

The twenty fourth 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.

## Accounts Payable

427 invoices were paid on 191 checks and 58 ACH totaling \$2,747,744. A rolling 13-month report is presented below:

Accounts Payable	7/18	8/18	9/18	10/18	11/18	12/18	1/19	2/19	3/19	4/19	5/19	6/19	7/19
Amount Paid	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	1,760,550	2,747,744
Invoices Paid	419	533	413	454	476	510	407	519	543	476	706	481	427
Checks	201	227	191	215	208	172	190	214	224	237	256	231	191
ACH	42	53	49	72	45	41	37	54	69	54	80	47	58
PCards	467	531	480	487	380	393	440	502	462	504	501	474	471

## Utility Customer Services

CALLS: 660

WORK ORDERS: 296

A rolling 13-month report is presented below:

Work Orders for Dept (UTILITY)	7/18	8/18	9/18	10/18	11/18	12/18	1/19	2/19	3/19	4/19	5/19	6/19	7/19
BACKFLOW REPAIR	2	1	6	10	3	4	3	2	1	5	8	5	5
BACKFLOW TEST										1			
BEEES IN METER	3	1	1		1	1	1			1	1		
NEW METER BOX			2			1	1					1	
WATER MAIN BREAK		1		1	1						1	4	1
CUSTOMER LEAK	1	3					3		2			1	2
CONTRACTOR TEMP MTR	2	1	1	1			2	2	1				
METER DOWNSIZE		1	1	1		1			3		1	1	
FINAL READ BANK	1		1	1							2	1	
FINAL READ OWNER	54	65	48	70	39	47	50	71	77	99	103	57	66
FINAL READ RENTER	16	20	10	19	10	12	13	10	5	9	14	12	13
FIRE PROTECTION C/O										1			
FLUSH OUT METER											1	1	
HIGH WATER BILL	4	5	7	5	1	5	3	3	1	2			1
NEW READ BANK			1						1	1			1
NEW READ MARCO SHORE		2						1					
NEW READ OWNER	62	66	59	75	41	58	51	71	74	93	105	64	69
NEW READ RENTER	11	15	9	13	11	4	8	7	7	6	5	9	10
IR CHANGE OUT		1		3		5	1	7	1	2		1	2
INTRNL MTR CHNGE OUT			1							3			
IRRIGATION CHANGEOUT W/ BACKFLOW						2							
SERVICE LINE LEAK		4	9	2	3		6	1		4	2	5	5
LOCK PER CUSTOMER			2		1					5	1	2	2
LOW PRESSURE	1	3	1	3	1			1		1	1	1	1
METER BOX/LID REPLACEMENT			1										
NEW COMPANION METER&2nd wt			1										
NEW INTERNAL METER	1												
NEW IRRIGATION METER	1						1	1					
NEW RECLAIM METER													
NEW MTR COMPOUND WT1													
NEW WATER METER	6	5	1	5	11	5	10	7	6	4	13	7	5
NO WATER		3		2		2			1	7			
OFF PER CUST REQUEST	2	2	3	1	2	1	1	3	2	1	8	4	1
OPT 3 HOOT SYST 10YR													
PROBLEM/COMPLAINT	13	5	15	13	11	19	21	26	8	12	14	6	8
RC CHANGE OUT			2	2	1			2	2	2		1	
UNDERGROUND BORING		1	2										
RED TAG NON-PAYMENT	25	21	24	39	31	30	28	24	19	27	26	23	32
RELOCATE METER			1							1			1
REMOVE IRR METER			2						1				
REMOVE RECLAIM METER													
REMOVE METER				1						1	1		
REPAIRS	5	2	4	2	2			1	1		6	3	1
RE-READ	4	3	4	1	1		1	1	1	1			4
SEWER BACKUP/ISSUE		2			1	2	1		5	1	3		1
STUCK METER			1										
TEMP METER RETURNED				2									
SERVICE LINE REPAIR	2	11	4	5	5	2	5	4	2		2	7	4
YELLOW TAG	3		3	1			3	1	1		1		
SET UP TEMP METER					1								
TURN WATER ON "ON"	27	17	27	39	31	28	36	26	24	30	25	27	30
UNLOCK MTR/BCKFLW IN		1	1	3	2	1	1	1			1	1	
UPSIZE METER		1											1
WATER QUALITY							1						
WATER CHANGE OUT	31	16	56	8	3	4		3	4	5	24	3	7
CHANGE WT-1 METER											1		
CHANGE WT-3 METER			1			1		70	215			1	
WT CHANGEOUT WITH BACKFLOW	25	8	110	67	35	125	37			34	109	48	23
NEPTUNE DIAL CHANGE				1					1				
TOTAL	302	287	422	396	249	360	288	346	466	359	479	296	296

## Purchasing

### Purchase orders:

68 purchase orders were issued in July of 2019 in the total amount of \$290,250.79: 54 for the amounts less than \$5,000; 7 for the amounts between \$5,000 and \$9,999; 7 for the amounts between \$10,000 and \$49,999

### P-Cards:

471 p-card transactions were made in the month of March in the total amount of \$96,127.51

### Active bid solicitations:

<u>Bid number</u>	<u>Date due</u>	Title	City Council approval
RFP 19-017	9/3/2019	Landscape Maintenance Services	9/16/2019
ITB 19-031	9/5/2019	Sewage Hauling Services	9/16/2019

### Risk management:

City staff met with the City's property and liability insurance carrier regarding FY2020 renewal. City should be receiving all the paperwork shortly. Renewal approval is scheduled for 9/3/2019 City Council agenda.

On August 30, 2018 while Water & Sewer Dept. employees conducted FDEP required drinking water sampling, three condominiums at Tropic Schooner on Mainsail Drive were flooded and sustained extensive water damage.

In July 2019, all the repairs were finalized. Total claim amount paid by the City's insurance was \$154,918.72. City has a \$100,000.00 deductible on this type of claim.

## Human Resources

- All positions are full with the exception of; Seven positions in the Police Department: Police Officer (Four positions; Two conditional offers pending) and CSO (Three positions), and One position in Information Technology: GIS Analyst, and One position in Building Services: Permit Clerk-Temporary. The City recruits continually for Police Officers and Community Service Officers.
- Continue to work on Administrative Policies for the City
- Working on updates to the City's Compensation and Pay Plan

## Grants

- 433189-1-58-01 - N Collier Boulevard from E. Elkcarn Circle to Buttonwood Court Sidewalks – The Initial Information package was submitted to FDOT on 12/13/18. 100% plans submitted to FDOT on March 8, 2019. Received Design Complete Memo on July 18, 2019. Uploaded Draft Bid Documents and Draft Construction Contract Checklist to FDOT for review and approval. Next steps – Receive approval on Bid Documents and Construction Contract Checklist. Received Draft LAP agreement, received City Attorney review and approval of LAP agreement, Project Manager will present agreement and resolution to City Council for approval at upcoming meeting. Bid Opening must occur before December 31, 2019.
- 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 12/13/18. 100% plans submitted to FDOT on March 15, 2019. Next steps – Receive Design Complete Memo from FDOT, Upload Draft Bid Documents, and Draft Construction Contract Checklist to FDOT for review and approval. Receive approval on Bid Documents and Construction Contract Checklist. Received Draft LAP agreement, received City Attorney review and approval of LAP agreement, Project Manager will present agreement and resolution to City Council for approval at upcoming meeting. Bid Opening must occur before December 31, 2019.