



City of Marco Island

Meeting Date: October 17, 2016
To: City Council
From: Gil Polanco, Finance Director & Mark Jackson, IT Director
Through: Roger T. Hernstadt, 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 September 2016:

Software Implementation

- The first conversion file has been uploaded into the live database and is undergoing proofing in the test database. A list of items, including mapping, that must be corrected prior to the next phase has been created.
- IT is pursuing transitioning from Granicus (See IT section)

Budget

- The fiscal 2017 budget has been posted to the system. Both billings for the transportation inter-local agreement with Collier County are past due as of June 30th. The design RFP for the Goodland Road remains on hold. The amounts of \$317,928 related to the third quarter and \$341,035 related to the fourth quarter County impact fee remittances have been held. Council will have to decide if further action is to be taken if payment is not received.

Utility Customer Service

- CALLS: 5,768
- WORK ORDERS: 331

Accounts Payable

- 772 invoices were paid on 359 checks totaling \$1,742,734; 82 invoices were paid using ACH totaling \$1,143,784.21.

Purchase orders

41 purchase orders were issued in September of 2016 in the total amount of \$293,751.72

- 28 for the amounts less than \$5,000
- 2 for the amounts between \$5,000 and \$9,999
- 10 for the amounts between \$10,000 and \$49,999
- 1 for \$50,000+:

PO#	Vendor Name	Amount	For:
161281	WEILER ENGINEERING	\$75,000.00	Stormwater Engineering/MS4 permit

Bid Solicitations

Bid solicitations for FDOT grant funded projects – Linear Path Phase 2 (Mackle Park to Winterberry Dr.) and N Barfield Shared Use Path (San Marco Rd. to Bluebird Ave.) – are being finalized.

Finalizing bid solicitation for annual water meter testing and repair services for large meters (3 to 12-inch). Current contract is about to expire. City spends approximately \$10,000/year on this service.

Risk Management

Renewed pollution liability insurance for FY17. Premium went down to \$10,304 from \$16,215 in FY16.

Facility Maintenance

Executing the contract and doing initial office space planning during the construction for the City Hall HVAC replacement project.

P-Cards

Purchasing cards went live on 10.1.2016 without any issues. City employees received training on statement reconciliation and card usage.

Human Resources

- Conducted 3 employee orientations, and 2 employee separation meetings
- Posted 2 job opportunities, all positions at the City of Marco Island are full with the exception of; 1 position in Growth Management: Planner II, 2 positions in Utilities; Utilities System Tech I and Project Engineer. The City does continually recruit for Police Officer and Community Service Officer.
- Continued work on updates to the Employee Handbook
- Continued working with the consultant conducting the Classification and Compensation Study for the City of Marco Island. Job descriptions have been finalized with each Department. Project should be completed by the end of October.
- Working with Paychex on updates to the City of Marco Island Summary Plan Description for The City of Marco Island Florida Section 125 Plan.
- Began work to convert existing retirement plans (ICMA and AIG/VALIC) to the Mass Mutual retirement plan platform. Attend weekly meetings regarding the transition

process. Employee Information Meetings will be held, September 9th, 16th, 23rd, and 30th.

- Held annual Wellness flu shot clinic, October 6, 2016, 55 participants.

Other:

- Process updates to website, make changes to the website for City Departments and Committee postings.

Grants

- 429898-1-58-01 Awaiting payment on the final invoice and the City will proceed with closing out the project with FDOT. The FDOT reimbursement for this grant totaled \$933,498.62.
- 430876-1 - Landmark Bike Lane Project LAP agreement: NTP to contractor issued for June 6, 2016, construction has begun and project is currently on schedule. Performing EEO Compliance duties; interviews, reviewing paperwork and certified payrolls. Final Completion in early September, awaiting final invoice to submit to FDOT for payment.
- 430878-1 South Barfield/Inlet Sidewalk Project: NTP to contractor issued for June 6, 2016, construction has begun and project is currently on schedule. Performing EEO Compliance duties; interviews, reviewing paperwork and certified payrolls. Final Completion in early September, awaiting final invoice to submit to FDOT for payment.
- 431295-1 Linear Park Trail Phase 2: 100% plans approval received from FDOT, LAP agreement executed. Produced the contract construction checklist for FDOT review. Project is scheduled to go out to bid late 2016 or early 2017.
- 433187-1 North Barfield Drive Sidewalk Project: 100% plans approval received from FDOT, LAP agreement executed. Produced the contract construction checklist for FDOT review. Project is scheduled to go out to bid early 2017.
- Received executed agreement for FY16 SFWMD Project: City of Marco Island Bald Eagle/Bayport/Tahiti Drainage Improvements and Outfall projects. Bid Opening July 7, 2016. Preconstruction meeting schedule for September 9, 2016.
- The City received the executed Legislative Grant agreements for the following projects:
 - State of Florida Department of Environmental Protection Division of Water Restoration Assistance grant agreement for the Marco Island Alternative Water Solution Project (Marco Shores) \$400,000.
 - State of Florida Department of Environmental Protection Division of Water Restoration Assistance grant agreement for construction of the City of Marco Island Bald Eagle/Bayport/Tahiti Drainage Improvements and Outfall project. (\$100,000).
 - The following grants ("projects") are included the State budget; Marco Island Rescue Fire/Emergency Medical Services Facility: \$250,000, Marco Island Storm Water Master Plan Drainage: \$299,140, Marco Island Marco Shores Alternative Water Solution: \$750,000. The state will create grant agreements for the City to execute. Assisted Chief Murphy with Scope of Work for Marine fire station funding.

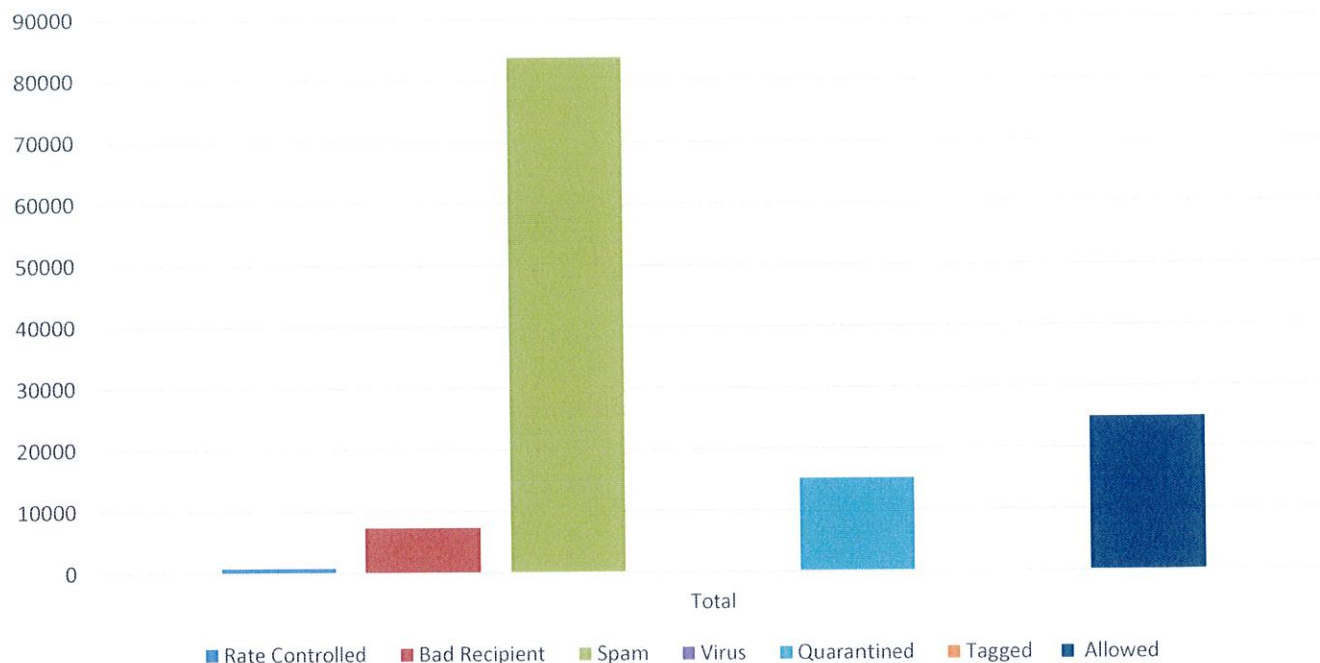
Information Technology Department Goals and Objectives
October 2015 – September 2016 (September 2016 Updates)

Goals and Objectives	Estimated Start	Estimated End	Status
Council Chamber AV Upgrades	Oct 1	Sep 16	<p>IT will be issuing a PO to Encore Broadcast Solutions that will be \$49,000 for the replacement of the Cameras in the Community Room.</p> <p>Estimated Install 10/27/2016</p> <p>Following an evaluation and planned transition, IT will issue a PO to Encore Broadcast Solutions to replace Granicus with Tightrope Media for \$40,000.</p>
Office365	Sep 16	Nov 16	PO issued for Office365. IT plans to migrate e-mail to the cloud and deploy Office365 by end of November 2016.
Support all networks, network devices, telecommunications, communications and software City wide.	Dec 14	Sep 16	313 Tickets were logged and closed using the Spiceworks Help Desk ticketing system.
Monitor and enhance e-mail protection from spam and viruses.	Dec 13	Sep 16	A breakdown can be found later in the report.
Network, Cameras and Security		Jul 16	<p>The Utilities network was damaged by lightening as was Station 51. IT have been replacing parts that got damaged. The cost was about \$30,000 for the replacement parts. IT has been working with Lina and the City insurance company on this.</p> <p>Network restored at Utilities.</p>

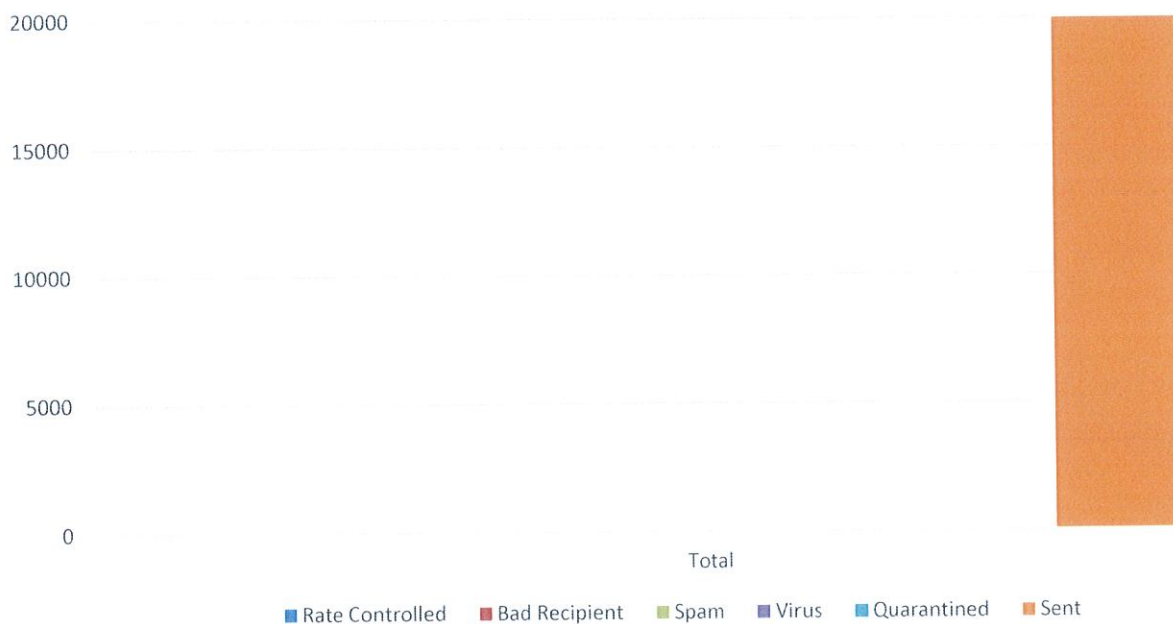
Information Technology Goals and Objectives	Estimated Start	Estimated End	Status
			Station 51 is still offline.

Information Technology Goals and Objectives	Estimated Start	Estimated End	Status
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Barracuda Inbound Traffic Summary Report

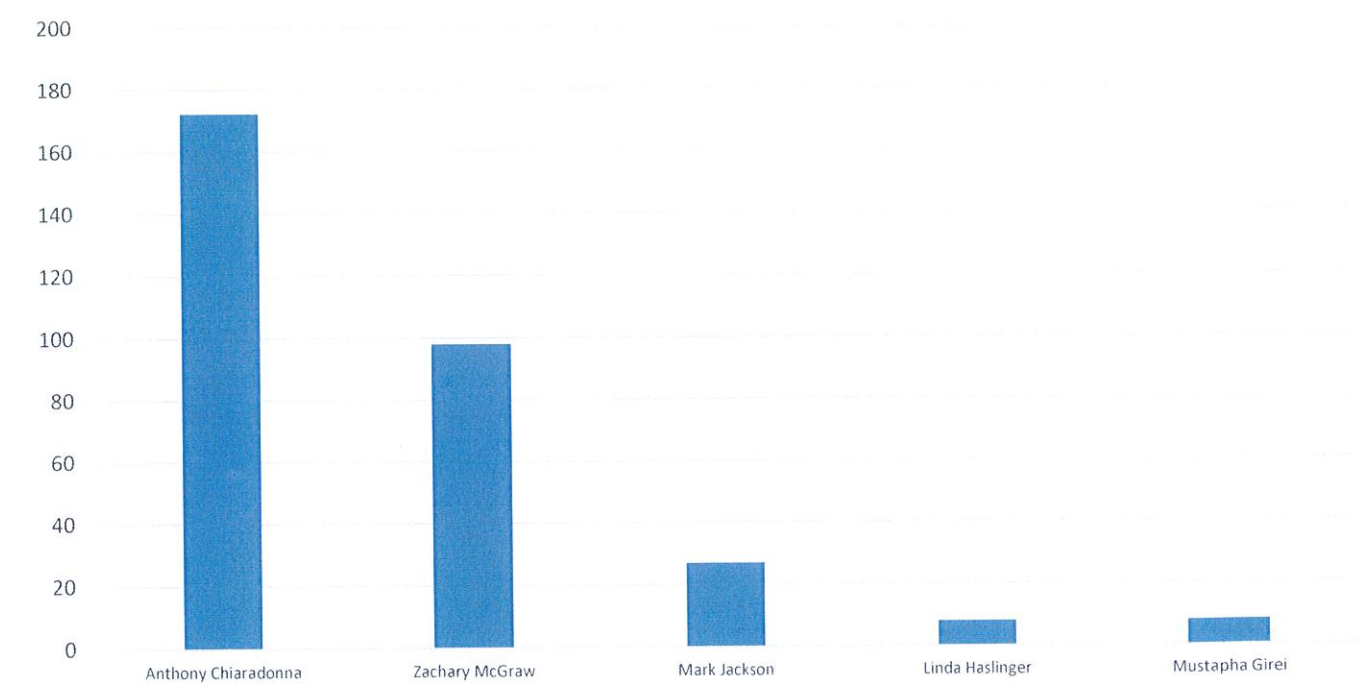


Barracuda Outbond Traffic Summary Report



Information Technology Goals and Objectives	Estimated Start	Estimated End	Status
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Ticket Count by Technician



Ticket Count by Department

