



City of Marco Island

Meeting Date: September 16, 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

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

Software Implementation

As of August 23rd, the new utility billing system went live. The week of August 26th was used for post live review of the conversion file in the live database instance. The first billing on the new system for the period ending August 31st was completed on September 6th. The Utility Billing (UB) component of Citizen Self Service (CSS) is now available for our customers to retrieve their bills, update their information, sign up for autopay (ACH), as well as to make payments via credit/debit card or check.

Budget

Other than Hurricane Irma related expenditures no unplanned or reported FY 2019 budget issues have arisen to date.

Accounts Payable

456 invoices were paid on 162 checks and 64 ACH totaling \$2,226,214. A rolling 13-month report is presented below:

Accounts Payable	8/18	9/18	10/18	11/18	12/18	1/19	2/19	3/19	4/19	5/19	6/19	7/19	8/19
Amount Paid	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	2,226,214
Invoices Paid	533	413	454	476	510	407	519	543	476	706	481	427	456
Checks	227	191	215	208	172	190	214	224	237	256	231	191	162
ACH	53	49	72	45	41	37	54	69	54	80	47	58	64
PCards	531	480	487	380	393	440	502	462	504	501	474	471	441

Utility Customer Services

CALLS: 660

WORK ORDERS: 196

A rolling 13-month report is presented below:

Work Orders for Dept (UTILITY)	8/18	9/18	10/18	11/18	12/18	1/19	2/19	3/19	4/19	5/19	6/19	7/19	8/19
BACKFLOW REPAIR	1	6	10	3	4	3	2	1	5	8	5	5	2
BACKFLOW TEST									1				
BEEES IN METER	1	1		1	1	1			1	1			
NEW METER BOX		2			1	1					1		1
WATER MAIN BREAK	1		1	1						1	4	1	1
CUSTOMER LEAK	3					3		2			1	2	1
CONTRACTOR TEMP MTR	1	1	1			2	2	1					
METER DOWNSIZE	1	1	1		1			3		1	1		
FINAL READ BANK		1	1							2	1		1
FINAL READ OWNER	65	48	70	39	47	50	71	77	99	103	57	66	59
FINAL READ RENTER	20	10	19	10	12	13	10	5	9	14	12	13	7
FIRE PROTECTION C/O									1				
FLUSH OUT METER										1	1		
HIGH WATER BILL	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	66	59	75	41	58	51	71	74	93	105	64	69	31
NEW READ RENTER	15	9	13	11	4	8	7	7	6	5	9	10	2
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	2
LOCK PER CUSTOMER		2		1					5	1	2	2	
LOW PRESSURE	3	1	3	1			1		1	1	1	1	
METER BOX/LID REPLACEMENT		1											
NEW COMPANION METER&2nd wt		1											
NEW INTERNAL METER													
NEW IRRIGATION METER						1	1						2
NEW RECLAIM METER													
NEW MTR COMPOUND WT1													
NEW WATER METER	5	1	5	11	5	10	7	6	4	13	7	5	9
NO WATER	3		2		2			1	7				1
OFF PER CUST REQUEST	2	3	1	2	1	1	3	2	1	8	4	1	1
OPT 3 HOOT SYST 10YR													
PROBLEM/COMPLAINT	5	15	13	11	19	21	26	8	12	14	6	8	4
RC CHANGE OUT		2	2	1			2	2	2		1		1
UNDERGROUND BORING	1	2											
RED TAG NON-PAYMENT	21	24	39	31	30	28	24	19	27	26	23	32	13
RELOCATE METER		1							1			1	
REMOVE IRR METER		2						1					
REMOVE RECLAIM METER													
REMOVE METER			1						1	1			
REPAIRS	2	4	2	2			1	1		6	3	1	1
RE-READ	3	4	1	1		1	1	1	1			4	3
SEWER BACKUP/ISSUE	2			1	2	1		5	1	3		1	3
SEWER HOOKUP PERMIT													1
STUCK METER		1											3
TEMP METER RETURNED			2										
SERVICE LINE REPAIR	11	4	5	5	2	5	4	2		2	7	4	5
YELLOW TAG		3	1			3	1	1		1			
SET UP TEMP METER				1									1
TURN WATER ON "ON"	17	27	39	31	28	36	26	24	30	25	27	30	20
UNLOCK MTR/BCKFLW IN	1	1	3	2	1	1	1			1	1		1
UPSIZE METER	1											1	1
WATER QUALITY						1							
WATER CHANGE OUT	16	56	8	3	4		3	4	5	24	3	7	3
CHANGE WT-1 METER										1			
CHANGE WT-3 METER		1			1		70	215			1		
WT CHANGEOUT WITH BACKFLOW	8	110	67	35	125	37			34	109	48	23	16
NEPTUNE DIAL CHANGE			1					1					
TOTAL	287	422	396	249	360	288	346	466	359	479	296	296	196

Purchasing

Purchase orders:

73 purchase orders were issued in August of 2019 in the total amount of \$999,981.49

- 44 for the amounts less than \$5,000
- 11 for the amounts between \$5,000 and \$9,999
- 13 for the amounts between \$10,000 and \$49,999
- 5 for \$50,000 +:

PO#	Vendor	PO Date	Order Amount	For:
190862	HOLE MONTES, IN	08/28/2019	\$135,700.00	DESIGN-INLET SIDEWALK
190861	KIMLEY-HORN	08/28/2019	\$124,980.00	SURVEY AND DESIGN FOR SAN MARCO DRAINAGE
190865	ATKINS NORTH AMERICA	08/28/2019	\$112,701.30	DESIGN-SAN MARCO E TO GOODLAND DR. SIDEWALK
190860	AMERICAN ENG CONSULT	08/28/2019	\$80,500.00	DESIGN-BALD EAGLE SIDEWALK
190807	GEOTECH ENVIRONMENTAL	08/01/2019	\$74,077.45	HAZMAT MONITOR

P-Cards:

441 p-card transactions were made in the month of August in the total amount of \$86,466.24

Active bid solicitations:

<u>Bid number</u>	<u>Date due</u>	Title	City Council approval
RFP 19-003	10/15/2019	Nutrient Source Evaluation	11/4/2019
ITB 19-032	9/30/2019	RWPF Bleach Structure	10/7/2019

Risk management:

There were no incidents reported to the Risk Management in August of 2019.

Human Resources

- All positions are full with the exception of: Seven positions in the Police Department: Police Officer (Four positions) and CSO (Three positions); One position in Fire Rescue: Office Assistant-PT; One position in Parks and Recreation: RC Maintenance Worker I - PT; Two positions in Public Works: Administrative Assistant and Maintenance Worker I ; One position in Water and Sewer: Drinking Water Plant Operator Trainee, I, II, III and One position in Building Services: Permit Clerk-Temporary. The City recruits continually for Police Officer and Community Service Officer.
- 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 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. 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 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. Bid Opening must occur before December 31, 2019.