



City of Marco Island

Meeting Date: May 20, 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 April:

Software Implementation

The nineteenth conversion file is in the process of being created from the legacy system's customer data files, which will then be uploaded into the Tyler Munis Utility Billing Module in the test instance to undergo proofing. The Project completion date is scheduled for July 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 start on May 20th with discussion of the General Government and Water & Sewer Capital Improvement Projects (CIP).

Accounts Payable

476 invoices were paid on 362 checks and 114 ACH totaling \$2,029,046. A rolling 13-month report is presented below:

Accounts Payable	3/18	4/18	5/18	6/18	7/18	8/18	9/18	10/18	11/18	12/18	1/19	2/19	3/19	3/19
Amount Paid	1,632,064	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
Invoices Paid	431	489	495	558	419	533	413	454	476	510	407	519	543	476
Checks	211	242	216	258	201	227	191	215	208	172	190	214	224	237
ACH	45	54	49	44	42	53	49	72	45	41	37	54	69	54
PCards	441	478	550	479	467	531	480	487	380	393	440	502	462	504

Utility Customer Services

CALLS: 716

WORK ORDERS: 359

A rolling 13-month report is presented below:

Work Orders for Dept (UTILITY)	3/18	4/18	5/18	6/18	7/18	8/18	9/18	10/18	11/18	12/18	1/19	2/19	3/19	3/19
BACKFLOW REPAIR				2	2	1	6	10	3	4	3	2	1	5
BACKFLOW TEST														1
BEEES IN METER	1				3	1	1		1	1	1			1
NEW METER BOX				1			2			1	1			
WATER MAIN BREAK		1		1		1		1	1					
CUSTOMER LEAK	2	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	
FINAL READ BANK					1		1	1						
FINAL READ OWNER	64	92	100	71	54	65	48	70	39	47	50	71	77	99
FINAL READ RENTER	14	22	16	31	16	20	10	19	10	12	13	10	5	9
FIRE PROTECTION C/O														1
FLUSH OUT METER			1											
HIGH WATER BILL	2		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	71	101	96	92	62	66	59	75	41	58	51	71	74	93
NEW READ RENTER	8	11	19	7	11	15	9	13	11	4	8	7	7	6
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	7	4	5	3		4	9	2	3		6	1		4
LOCK PER CUSTOMER		2	2	2			2		1					5
LOW PRESSURE	1	1	3		1	3	1	3	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	1		
NEW RECLAIM METER														
NEW MTR COMPOUND WT1														
NEW WATER METER	6	5	6	8	6	5	1	5	11	5	10	7	6	4
NO WATER			1			3		2		2			1	7
OFF PER CUST REQUEST	1	7	8	2	2	2	3	1	2	1	1	3	2	1
OPT 3 HOOT SYST 10YR	1													
PROBLEM/COMPLAINT	20	14	15	12	13	5	15	13	11	19	21	26	8	12
RC CHANGE OUT			1				2	2	1			2	2	2
UNDERGROUND BORING				1		1	2							
RED TAG NON-PAYMENT	16	30	26	19	25	21	24	39	31	30	28	24	19	27
RELOCATE METER			1				1							1
REMOVE IRR METER							2						1	
REMOVE RECLAIM METER														
REMOVE METER								1						1
REPAIRS	2	5	2		5	2	4	2	2			1	1	
RE-READ		1	1	4	4	3	4	1	1		1	1	1	1
SEWER BACKUP/ISSUE	1	3	5	1		2			1	2	1		5	1
STUCK METER							1							
TEMP METER RETURNED								2						
SERVICE LINE REPAIR	1		8	5	2	11	4	5	5	2	5	4	2	
YELLOW TAG		1		3	3		3	1			3	1	1	
SET UP TEMP METER									1					
TURN WATER ON "ON"	20	27	24	20	27	17	27	39	31	28	36	26	24	30
UNLOCK MTR/BCKFLW IN	2			2		1	1	3	2	1	1	1		
UPSIZE METER						1								
WATER QUALITY											1			
WATER CHANGE OUT	10	37	26	12	31	16	56	8	3	4		3	4	5
CHANGE WT-1 METER														
CHANGE WT-3 METER							1			1		70	215	
WT CHANGEOUT WITH BACKFLOW	16	43	60	3	25	8	110	67	35	125	37			34
NEPTUNE DIAL CHANGE								1					1	
TOTAL	267	412	439	313	302	287	422	396	249	360	288	346	466	359

Purchasing

Purchase orders:

64 purchase orders were issued in March of 2019 in the total amount of \$396,688.07

- 45 for the amounts less than \$5,000
- 6 for the amounts between \$5,000 and \$9,999
- 13 for the amounts between \$10,000 and \$49,999

P-Cards:

504 p-card transactions were made in the month of April in the total amount of \$76,689.83

Active bid solicitations:

<u>Bid number</u>	<u>Date Due</u>	Title	City approval	Council
ITB-19-016	4/25/2019	South Water Treatment Plant (SWTP) Acidification of Two Production Wells	Scheduled 5/20/19	for
RFQ-19-015	4/11/2019	Design for Marco Island North Water Treatment Plant Membrane Softening Low Pressure Reverse Osmosis Improvements	Scheduled 5/20/19	for
RFP-19-010	4/4/2019	Professional Auditing Services for the City of Marco Island, Florida	Scheduled 6/17/19	for
RFQ-19-012	5/29/2019	Professional Services Library: Engineering and Architecture	Scheduled 6/17/19	for

Risk management:

On 5.2.19 received a notice of claim from an attorney of a claimant who tripped and fell on a City-owned sidewalk and sustained injuries.

On 4.23.19 received a notice of claim from an attorney of a claimant who alleges the City's negligence related to the actions of a former firefighter.

Human Resources

- All positions are full with the exception of: 8 positions in the Police Department: Police Officer (5 positions), CSO (2 positions; 1 position, 1 conditional offer pending) and Maintenance Worker I / PT (1 position); 2 Positions in the IT Department: Information Support Specialist and Information Technology Director and 6 positions in the Parks and Recreation Department: Summer Camp Counselor. The City recruits continually for Police Officer and Community Service Officer.
- Completed work on the Employee Resource Guide/Handbook
- Continue to work on Administrative Policies for the City

Grants

- 433189-1-58-01 - N Collier Boulevard from E. Elkcarn 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 step – 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 step – create the construction contract for the grant project and complete the construction contract checklist.