



# City of Marco Island

Meeting Date: July 15, 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 June:

## Software Implementation

The nineteenth 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. The City Council workshops will continue July 15th with discussion of the General Government and Water & Sewer operating and capital budgets.

## Accounts Payable

481 invoices were paid on 231 checks and 47 ACH totaling \$1,760,550. A rolling 13-month report is presented below:

Accounts Payable	5/18	6/18	7/18	8/18	9/18	10/18	11/18	12/18	1/19	2/19	3/19	4/19	5/19	6/19
Amount Paid	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	4,999,924	1,760,550
Invoices Paid	495	558	419	533	413	454	476	510	407	519	543	476	706	481
Checks	216	258	201	227	191	215	208	172	190	214	224	237	256	231
ACH	49	44	42	53	49	72	45	41	37	54	69	54	80	47
PCards	550	479	467	531	480	487	380	393	440	502	462	504	501	474

## Utility Customer Services

CALLS: 543

WORK ORDERS: 296

A rolling 13-month report is presented below:

Work Orders for Dept (UTILITY)	5/18	6/18	7/18	8/18	9/18	10/18	11/18	12/18	1/19	2/19	3/19	4/19	5/19	6/19
BACKFLOW REPAIR		2	2	1	6	10	3	4	3	2	1	5	8	5
BACKFLOW TEST												1		
BEEES IN METER			3	1	1		1	1	1			1	1	
NEW METER BOX		1			2			1	1					1
WATER MAIN BREAK		1		1		1	1						1	4
CUSTOMER LEAK	4	3	1	3					3		2			1
CONTRACTOR TEMP MTR	2	2	2	1	1	1			2	2	1			
METER DOWNSIZE	1	2		1	1	1		1			3		1	1
FINAL READ BANK			1		1	1							2	1
FINAL READ OWNER	100	71	54	65	48	70	39	47	50	71	77	99	103	57
FINAL READ RENTER	16	31	16	20	10	19	10	12	13	10	5	9	14	12
FIRE PROTECTION C/O												1		
FLUSH OUT METER	1												1	1
HIGH WATER BILL	3	1	4	5	7	5	1	5	3	3	1	2		
NEW READ BANK	1				1						1	1		
NEW READ MARCO SHORE				2						1				
NEW READ OWNER	96	92	62	66	59	75	41	58	51	71	74	93	105	64
NEW READ RENTER	19	7	11	15	9	13	11	4	8	7	7	6	5	9
IR CHANGE OUT				1		3		5	1	7	1	2		1
INTRNL MTR CHNGE OUT	2	1			1							3		
IRRIGATION CHANGEOUT W/ BACKFLOW								2						
SERVICE LINE LEAK	5	3		4	9	2	3		6	1		4	2	5
LOCK PER CUSTOMER	2	2			2		1					5	1	2
LOW PRESSURE	3		1	3	1	3	1			1		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				
NEW RECLAIM METER														
NEW MTR COMPOUND WT1														
NEW WATER METER	6	8	6	5	1	5	11	5	10	7	6	4	13	7
NO WATER	1			3		2		2			1	7		
OFF PER CUST REQUEST	8	2	2	2	3	1	2	1	1	3	2	1	8	4
OPT 3 HOOT SYST 10YR														
PROBLEM/COMPLAINT	15	12	13	5	15	13	11	19	21	26	8	12	14	6
RC CHANGE OUT	1				2	2	1			2	2	2		1
UNDERGROUND BORING		1		1	2									
RED TAG NON-PAYMENT	26	19	25	21	24	39	31	30	28	24	19	27	26	23
RELOCATE METER	1				1							1		
REMOVE IRR METER					2						1			
REMOVE RECLAIM METER														
REMOVE METER						1						1	1	
REPAIRS	2		5	2	4	2	2			1	1		6	3
RE-READ	1	4	4	3	4	1	1		1	1	1	1		
SEWER BACKUP/ISSUE	5	1		2			1	2	1		5	1	3	
STUCK METER					1									
TEMP METER RETURNED						2								
SERVICE LINE REPAIR	8	5	2	11	4	5	5	2	5	4	2		2	7
YELLOW TAG		3	3		3	1			3	1	1		1	
SET UP TEMP METER							1							
TURN WATER ON "ON"	24	20	27	17	27	39	31	28	36	26	24	30	25	27
UNLOCK MTR/BCKFLW IN		2		1	1	3	2	1	1	1			1	1
UPSIZE METER				1										
WATER QUALITY									1					
WATER CHANGE OUT	26	12	31	16	56	8	3	4		3	4	5	24	3
CHANGE WT-1 METER													1	
CHANGE WT-3 METER					1			1		70	215			1
WT CHANGEOUT WITH BACKFLOW	60	3	25	8	110	67	35	125	37			34	109	48
NEPTUNE DIAL CHANGE						1					1			
TOTAL	439	313	302	287	422	396	249	360	288	346	466	359	479	296

## **Purchasing**

### **Purchase orders:**

59 purchase orders were issued in June of 2019 in the total amount of \$394,078.81:

- 36 for the amounts less than \$5,000
- 9 for the amounts between \$5,000 and \$9,999
- 14 for the amounts between \$10,000 and \$49,999

### **Active bid solicitations:**

<b>Bid number</b>	<b>Date Due</b>	<b>Title</b>	<b>City Council approval</b>
ITB-19-023	7/8/2019	Annual Street Resurfacing	Scheduled for 7/15/19

### **P-Cards:**

474 p-card transactions were made in the month of March in the total amount of \$86,826.45

### **Risk management:**

City has received a reimbursement check from the guilty party's insurance in the amount of \$4,690 for the streetlight that was knocked down on 5.24.19.

On 6.10.19 City received a letter from an attorney representing a person who tripped over a parking stop at the City's Racquet Center. The letter was forwarded to the City's liability insurance.

## **Human Resources**

- All positions are full with the exception of: Eight positions in the Police Department: Office Assistant – Public Education PT, Police Officer (Four positions; Two conditional offers pending) and CSO (Three positions; Two conditional offers pending), and One position in Information Technology: GIS Analyst. 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 – 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 steps – Receive Design Complete Memo from FDOT and 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 steps – Receive Design Complete Memo from FDOT and create the construction contract for the grant project and complete the construction contract checklist.