



# City of Marco Island

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Meeting Date: May 4, 2020

To: City Council

From: Guillermo Polanco, Finance Director,  
Jose Duran, IT Manager & 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 March:

## **Budget**

The COVID 19 Pandemic has resulted in unplanned expenditures which we expect will be reimbursed by the Federal Government. This emergency will have a much larger effect on the City's revenue for this fiscal year as it is projected that in a worst-case scenario the General operating revenues will be approximately \$1.4 million below the budgeted amounts. This is primarily due to the tax revenues based on local activity such as the Half-Cent Sales Tax, State Revenue Sharing, and the Fuel Tax. The other reductions will be based on local fees such as the fire protection fees, land use fees, and park program fees. The City's interest earnings will also see a reduction as the Federal Reserve has set the fed's funds rate at 0% to .25%. It is also expected that the One- Cent Infrastructure Sales tax revenue will be under budget by approximately \$1.1 million. The City's strategy to closing the budget gap for this fiscal year will be a multipronged approach that uses measures such as short- term fixes, spending cuts, and use of reserves.

The Building Department continued to have lower than expected revenues but has reduced expenses below the year to date budget. This appears to be a normalization of the department's seasonality after several large projects, i.e. Hilton, Marriott, Crystal Shores, in addition to Hurricane Irma. Most new construction, remodels, and redevelopments tend to take place during the summer. Construction has been deemed an essential service under Executive Order 20-91 and therefore the City will continue to service these contractors.

Attached is a budget status update for the first six months of fiscal year 2020.

## Accounts Payable

409 invoices were paid on 236 checks and 46 ACH totaling \$1,323,827.

A rolling 13-month report is presented below:

Accounts Payable	3/19	4/19	5/19	6/19	7/19	8/19	9/19	10/19	11/19	12/19	1/20	2/20	3/20
Amount Paid	2,285,410	2,029,046	4,999,924	1,760,550	2,747,744	2,226,214	2,393,101	3,277,929	2,066,205	2,414,287	1,217,859	1,540,067	1,323,827
Invoices Paid	543	476	706	481	427	456	575	416	507	417	543	408	409
Checks	224	237	256	231	191	162	188	181	218	158	221	181	236
ACH	69	54	80	47	58	64	65	76	52	48	61	51	46
PCards	462	504	501	474	471	441	406	478	384	382	456	356	557

## Utility Customer Services

CALLS: 702

WORK ORDERS: 349

A rolling 13-month report is presented below:

Work Orders for Dept (UTILITY)	3/19	4/19	5/19	6/19	7/19	8/19	9/19	10/19	11/19	12/19	1/20	2/20	3/20
BACKFLOW REPAIR	1	5	8	5	5	2	2	6	3		4	4	5
BACKFLOW TEST		1											1
BEEES IN METER		1	1								1	1	
NEW METER BOX				1		1						4	
WATER MAIN BREAK			1	4	1	1	1			1	1		1
CUSTOMER LEAK	2			1	2	1	1	2	4	3		2	
CONTRACTOR TEMP MTR	1												
METER DOWNSIZE	3		1	1			1	1					
FINAL READ BANK			2	1									
FINAL READ OWNER	77	99	103	57	66	59	41	69	62	76	59	65	114
FINAL READ RENTER	5	9	14	12	13	7	6	6					
FIRE PROTECTION C/O		1											
FLUSH OUT METER			1	1									
HIGH WATER BILL	1	2			1		43	20	9	3	3	2	2
NEW READ BANK	1	1			1								
NEW READ MARCO SHORE											1		
NEW READ OWNER	74	93	105	64	69	31					1		
NEW READ RENTER	7	6	5	9	10	2							
IR CHANGE OUT	1	2		1	2					3	2	1	1
INTRNL MTR CHNGE OUT		3						1					
IRRIGATION CHANGEOUT W/ BACKFLOW													
SERVICE LINE LEAK		4	2	5	5	2	5	6	1	5	3	1	1
LOCK PER CUSTOMER		5	1	2	2								
LOW PRESSURE		1	1	1	1		1	2					2
METER BOX/LID REPLACEMENT								33			15	1	20
NEW COMPANION METER&2nd wt													
NEW INTERNAL METER													
NEW IRRIGATION METER						2							
NEW RECLAIM METER													
NEW MTR COMPOUND WT1													
NEW WATER METER	6	4	13	7	5	9	7		28	21			8
NO WATER	1	7				1		1	1	1	1	1	1
OFF PER CUST REQUEST	2	1	8	4	1	1			1			14	28
OPT 3 HOOT SYST 10YR													
PROBLEM/COMPLAINT	8	12	14	6	8	4	1	3	47	30	26	59	62
RC CHANGE OUT	2	2		1		1			1			1	
UNDERGROUND BORING							2	1					
RED TAG NON-PAYMENT	19	27	26	23	32	13				1		28	2
RELOCATE METER		1			1								
REMOVE IRR METER	1												
REMOVE RECLAIM METER													
REMOVE METER		1	1						1			12	
REPAIRS	1		6	3	1	1	1	21	3	1	3	1	
RE-READ	1	1			4	3		1	2		2		1
SEWER BACKUP/ISSUE	5	1	3		1	3	1	2		1	1	1	1
SEWER HOOKUP PERMIT						1							
STUCK METER						3	43	32	94	2	75	108	70
TEMP METER RETURNED													
SERVICE LINE REPAIR	2		2	7	4	5	6	9	2	3	5	2	2
YELLOW TAG	1		1				1			1	2		1
SET UP TEMP METER						1							1
TURN WATER ON "ON"	24	30	25	27	30	20	3	5			1	9	24
UNLOCK MTR/BCKFLW IN			1	1		1	1	1			1		1
UPSIZE METER					1	1							
WATER QUALITY													
WATER CHANGE OUT	4	5	24	3	7	3							
CHANGE WT-1 METER			1									1	
CHANGE WT-3 METER	215			1			1						
WT CHANGEOUT WITH BACKFLOW		34	109	48	23	16		4		1			
NEPTUNE DIAL CHANGE	1												
TOTAL	466	359	479	296	296	196	168	226	259	153	207	318	349

## **Purchasing**

### **Purchase orders:**

61 purchase orders were issued in March of 2020 in the total amount of \$468,112.98

- 43 for the amounts less than \$5,000
- 6 for the amounts between \$5,000 and \$9,999
- 11 for the amounts between \$10,000 and \$49,999
- 1 for \$50,000: PO #200440 to Coastal Engineering Consultants for the Hideaway Beach Erosion Control Project Monitoring in the amount of \$96,690.00; City contract 17-005; approved by City Council on 3.2.2020

### **P-Cards:**

557 p-card transactions were made in the month of March in the total amount of \$116,581.81

### **Active bid solicitations:**

<b>Bid number</b>	<b>Date due</b>	<b>Title</b>	<b>City Council approval</b>
RFQ 2020-019	4/16/2020	Design Services for Wastewater Membrane Bioreactor (MBR) Wind Retrofit Rebid of RFQ 2020-007*	6/1/2020 (tentative)

\* As this is a grant funded project and only one response was received to RFQ 2020-007, granting agency recommended resoliciting.

### **Risk management:**

FY2021 property and liability insurance renewal will be rebid in the open market in early summer.

## **COVID- 19**

So far almost all purchases related to COVID-19 were micro-purchases – less than \$3,000 per purchase (per City's Purchasing Policy) and were processed through City's purchasing card program. Federal micro-purchase threshold for FEMA reimbursement purposes is \$10,000 per purchase, therefore City's policy is more stringent.

To date, the largest purchase has been the increase in City's janitorial service contract as two 40 hour/week day porters were hired (at \$1,000 per week each, all supplies included in the price) to continuously clean and sanitize City facilities and vehicles. While those facilities are closed to the public, City staff is still working.

All of the above are subject to FEMA reimbursement.

## **Human Resources**

- All positions are full with the exception of: Nine positions in the Police Department: Police Officer (Four positions), Supervisor, Community Service Officer, and CSO (Five positions); one position in Information Technology: IT Director; seven positions in Parks and Recreation; Summer Camp Counselor and one position in Public Works: Maintenance Worker I. The City recruits continually for Police Officer and Community Service Officer.

- Continue to work on Administrative Policies for the City
- COVID-19 – attended several webinars on the COVID-19 virus and the effect on public employers/employees and the workplace. Assisted with creating the City pay policies regarding the COVID-19 pandemic. Researched the Families First Coronavirus Response Act (FCCRA) regulations as to implement the final regulations at the City.

## **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. The Bid Opening was November 14, 2019. Next steps: Contractor to execute Construction Contract, City will schedule pre-construction meeting, and City will issue Notice to Proceed (NTP) to contractor.
- 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. The Bid Opening was held on October 24, 2019. Bid Award Recommendation approved by FDOT on October 30, 2019. Next steps: Contractor to execute Construction Contract, City will schedule pre-construction meeting, and City will issue Notice to Proceed (NTP) to contractor.