



City of Marco Island

Meeting Date: May 18, 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

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

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 feds funds rate at 0% to .25%. It is also expected that the One- Cent Infrastructure Sales tax revenue will be under budget by approximately \$0.8 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.

Accounts Payable

576 invoices were paid on 284 checks and 58 ACH totaling \$1,511,362.

A rolling 13-month report is presented below:

Accounts Payable	4/19	5/19	6/19	7/19	8/19	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20
Amount Paid	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	1,511,362
Invoices Paid	476	706	481	427	456	575	416	507	417	543	408	409	576
Checks	237	256	231	191	162	188	181	218	158	221	181	236	284
ACH	54	80	47	58	64	65	76	52	48	61	51	46	58
PCards	504	501	474	471	441	406	478	384	382	456	356	557	436

Utility Customer Services

CALLS: 814

WORK ORDERS: 151

A rolling 13-month report is presented below:

Work Orders for Dept (UTILITY)	4/19	5/19	6/19	7/19	8/19	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20
BACKFLOW REPAIR	5	8	5	5	2	2	6	3		4	4	5	8
BACKFLOW TEST	1											1	
BEES IN METER	1	1								1	1		
NEW METER BOX			1		1						4		1
WATER MAIN BREAK		1	4	1	1	1			1	1		1	
CUSTOMER LEAK			1	2	1	1	2	4	3		2		3
CONTRACTOR TEMP MTR													
METER DOWNSIZE		1	1			1	1						
FINAL READ BANK		2	1		1								
FINAL READ OWNER	99	103	57	66	59	41	69	62	76	59	65	114	67
FINAL READ RENTER	9	14	12	13	7	6	6						
FIRE PROTECTION C/O	1												
FLUSH OUT METER		1	1										
HIGH WATER BILL	2			1		43	20	9	3	3	2	2	5
NEW READ BANK	1			1									
NEW READ MARCO SHORE										1			
NEW READ OWNER	93	105	64	69	31					1			
NEW READ RENTER	6	5	9	10	2								
IR CHANGE OUT	2		1	2					3	2	1	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	3
LOCK PER CUSTOMER	5	1	2	2									
LOW PRESSURE	1	1	1	1		1	2					2	3
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	4	13	7	5	9	7		28	21			8	6
NO WATER	7				1		1	1	1	1	1	1	1
OFF PER CUST REQUEST	1	8	4	1	1			1			14	28	4
OPT 3 HOOT SYST 10YR													
PROBLEM/COMPLAINT	12	14	6	8	4	1	3	47	30	26	59	62	10
RC CHANGE OUT	2		1		1			1			1		
UNDERGROUND BORING						2	1						
RED TAG NON-PAYMENT	27	26	23	32	13				1		28	2	
RELOCATE METER	1			1									
REMOVE IRR METER													
REMOVE RECLAIM METER													
REMOVE METER	1	1						1			12		1
REPAIRS		6	3	1	1	1	21	3	1	3	1		4
RE-READ	1			4	3		1	2		2		1	2
SEWER BACKUP/ISSUE	1	3		1	3	1	2		1	1	1	1	
SEWER HOOKUP PERMIT					1								
STUCK METER					3	43	32	94	2	75	108	70	20
TEMP METER RETURNED													
SERVICE LINE REPAIR		2	7	4	5	6	9	2	3	5	2	2	
YELLOW TAG		1				1			1	2		1	
SET UP TEMP METER					1							1	
TURN WATER ON "ON"	30	25	27	30	20	3	5			1	9	24	5
UNLOCK MTR/BCKFLW IN		1	1		1	1	1			1		1	
UPSIZE METER				1	1								
WATER QUALITY													
WATER CHANGE OUT	5	24	3	7	3								
CHANGE WT-1 METER		1									1		1
CHANGE WT-3 METER			1			1							
WT CHANGEOUT WITH BACKFLOW	34	109	48	23	16		4		1				6
NEPTUNE DIAL CHANGE													
TOTAL	359	479	296	296	196	168	226	259	153	207	318	349	151

Purchasing:

41 purchase orders were issued in April of 2020 in the total amount of \$220,893.21

- 31 for the amounts less than \$5,000
- 5 for the amounts between \$5,000 and \$9,999
- 5 for the amounts between \$10,000 and \$49,999
- 0 for \$50,000

P-Cards:

436 p-card transactions were made in the month of April in the total amount of \$69,809.38

Active bid solicitations:

Bid number	Date due	Title	City Council approval
ITB 2020-001	5/14/2020	Purchase of Sixty (60) Standby Generators*	6/15/2020 (tentative)

Risk Management:

Preparing information for FY2021 property and liability insurance renewal rebid.

COVID- 19

Most of the purchases related to COVID-19 continue to be 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.

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 (Four positions); one position in Information Technology: IT Director; one position in Parks and Recreation; Park Attendant-PT and one position in Water & Sewer: Maintenance Mechanic, Trainee, I, II or III. 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 work place. 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. City Council approved Award of Contract on January 6, 2020. Next steps 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. City Council approved Award of Contract on January 6, 2020. Next steps: City will schedule pre-construction meeting and City will issue Notice to Proceed (NTP) to contractor.