



City of Marco Island

Meeting Date: August 17, 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 July:

Budget

The COVID 19 Pandemic has resulted in unplanned expenditures for fiscal year 2020. The City's plan to have a phased approach to reopening has allowed staff to recalculate the revenue projections which are now considerably higher than the worst-case scenarios originally estimated, with no gap expected for this fiscal year. The City's interest earnings will see a reduction as the Federal Reserve has set the fed funds rate at 0% to .25%. The City's strategy to closing the budget gap for the next fiscal year will be a multipronged approach that uses measures such as short-term fixes, spending cuts, and use of reserves.

Accounts Payable

372 invoices were paid on 149 checks and 53 ACH totaling \$1,147,316.

A rolling 13-month report is presented below:

Accounts Payable	7/19	8/19	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20
Amount Paid	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	1,657,690	1,147,316	1,488,315
Invoices Paid	427	456	575	416	507	417	543	408	409	576	443	372	491
Checks	191	162	188	181	218	158	221	181	236	284	158	149	204
ACH	58	64	65	76	52	48	61	51	46	58	47	53	49
PCards	471	441	406	478	384	382	456	356	557	436	453	485	446

Utility Customer Services

CALLS: 628

WORK ORDERS: 183

A rolling 13-month report is presented below:

Work Orders for Dept (UTILITY)	7/19	8/19	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20
BACKFLOW REPAIR	5	2	2	6	3		4	4	5	8	3	1	4
BACKFLOW TEST									1				
BEES IN METER							1	1					2
CHANGE WT-1 METER								1		1			
CHANGE WT-3 METER			1										
CONTRACTOR TEMP MTR													
CUSTOMER LEAK	2	1	1	2	4	3		2		3		1	1
DEMO													1
FINAL READ BANK		1											
FINAL READ OWNER	66	59	41	69	62	76	59	65	114	67	49	97	95
FINAL READ RENTER	13	7	6	6									
FIRE PROTECTION C/O											1		
FLUSH OUT METER													
HIGH WATER BILL	1		43	20	9	3	3	2	2	5	4	6	3
INTRNL MTR CHNGE OUT				1									
IR CHANGE OUT	2					3	2	1	1	1		3	
IRRIGATION CHANGEOUT W/ BACKFLOW													
LOCK PER CUSTOMER	2												
LOW PRESSURE	1		1	2					2	3	1	1	1
METER BOX/LID REPLACEMENT				33			15	1	20				
METER DOWNSIZE			1	1								2	
NEPTUNE DIAL CHANGE													
NEW COMPANION METER&2nd wt													
NEW INTERNAL METER													
NEW IRRIGATION METER		2											
NEW METER BOX		1						4		1		1	
NEW MTR COMPOUND WT1													
NEW READ BANK	1												
NEW READ MARCO SHORE							1						
NEW READ OWNER	69	31					1						
NEW READ RENTER	10	2											
NEW RECLAIM METER													
NEW WATER METER	5	9	7		28	21			8	6	13	19	13
NO WATER		1		1	1	1	1	1	1	1		1	
OFF PER CUST REQUEST	1	1			1			14	28	4	4	6	3
OPT 3 HOOT SYST 10YR													
PROBLEM/COMPLAINT	8	4	1	3	47	30	26	59	62	10	29	14	13
RC CHANGE OUT		1			1			1				1	
RED TAG NON-PAYMENT	32	13				1		28	2		1	1	1
RELOCATE METER	1												
REMOVE IRR METER													
REMOVE METER					1			12		1			
REMOVE RECLAIM METER													
REPAIRS	1	1	1	21	3	1	3	1		4	3	2	1
RE-READ	4	3		1	2		2		1	2			
SERVICE LINE LEAK	5	2	5	6	1	5	3	1	1	3	2		2
SERVICE LINE REPAIR	4	5	6	9	2	3	5	2	2		3	4	2
SET UP TEMP METER		1							1				
SEWER BACKUP/ISSUE	1	3	1	2		1	1	1	1				
SEWER HOOKUP PERMIT		1											
STUCK METER		3	43	32	94	2	75	108	70	20	49	34	21
TEMP METER RETURNED												3	1
TURN WATER ON	30	20	3	5			1	9	24	5	2	4	3
UNDERGROUND BORING			2	1									
UNLOCK MTR/BCKFLW IN		1	1	1			1		1		1	1	
UPSIZE METER	1	1											
WATER CHANGE OUT	7	3											12
WATER MAIN BREAK	1	1	1			1	1		1		1		1
WATER QUALITY													
WT CHANGEOUT WITH BACKFLOW	23	16		4		1				6	4		
YELLOW TAG			1			1	2		1			35	3
TOTAL	296	196	168	226	259	153	207	318	349	151	170	237	183

Purchasing:**Purchase orders:**

72 purchase orders were issued in July of 2020 in the total amount of \$416,323.34

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

P-Cards:

446 p-card transactions were made in the month of July in the total amount of \$106,646.93

Active bid solicitations:

Bid number	Date due	Title	City Council approval
RFQ 2020-022	8/11/2020	Construction Manager at Risk - New Fire Station 50	9/9/2020 (tentative)
ITB 2020-024	8/19/2020	Mackle Park Playground Repairs	9/9/2020

Risk management:

On 7.30.2020 City submitted final documentation to the City's property insurance carrier to close out Hurricane Irma claim. City will be receiving a final check in the amount of \$864,449.00 any day. Advance payment of \$400,000.00 has been previously received, making total insurance payout to the City \$1,264,449.00.

Risk management:

Initially City planned to bid in the open market FY2021 property and liability insurance renewal. However, City's risk management consultant, Ben Few & Co., recently advised against it as we have entered an extremely tight insurance market. Given the high losses due to hurricanes and other natural disasters over the past few years, the market has lost valuable surplus and is now increasing property premiums anywhere from 25% to 45%. In addition, we now have COVID 19. This has tightened the market on the casualty side beyond any increase due to normal losses the industry has suffered.

Several of Ben Few & Co other clients that have already started working on their renewals had substantial premium increases. Given what we know now, recommendation for the city is:

- For casualty coverage - we are going into the second year of a two-year rate guarantee. Thus, the City is better off staying with the current carrier to take advantage of this year's rates. No other carrier will be able to compete with those rates.
- For property coverage - 30% plus rate increases are seen on the low end. We currently have a good relationship with our current carrier – Star Tech Insurance and we are quite positive they will have the best rate again this year. Rather than going through the regular RFP process, City will ask the current broker to have access to all property markets for this year's renewal. In the event the Star Tech renewal is not the better quote, we will have access to the full market in the event we have to layer the program with other

carriers. We will review everything the broker does in delivering their quote.

Human Resources

- The following positions are vacant: Six positions in the Police Department: Police Officer (Three positions), CSO (Two positions) and Office Assistant - Code Compliance/PT; and Two positions in the Administration Department: Manager, Fleet and Facilities and Office Assistant/Receptionist.

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. The Pre-construction meeting was held on June 3, 2020 and the City will issue Notice to Proceed (NTP) to contractor to begin construction on July 13, 2020. Next steps: conduct the EEO site inspections, conduct employee interviews, and monitor and review daily reports and certified payroll. The contractor began construction on August 4, 2020.
- 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. A pre-construction meeting was held on May 28, 2020 and the City will issue the Notice to Proceed (NTP) to contractor to begin construction on June 15, 2020. Next steps: conduct the EEO site inspections, conduct employee interviews, and monitor and review daily reports and certified payroll. The project is approximately 40% completed.