



City of Marco Island

Meeting Date: November 9, 2020

To: City Council

From: Guillermo Polanco, Finance Director,
Jose Duran, IT Director & 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 October:

Budget

The COVID 19 Pandemic has resulted in unplanned expenditures for fiscal year 2021. We have applied to several governmental agencies for reimbursement. On October 16th we were awarded the Justice Department's CESF (Coronavirus Emergency Supplemental Funding) grant through the FDLE (Florida Department of Law Enforcement) in the amount of \$70,000.

Accounts Payable

415 invoices were paid on 218 checks and 56 ACH totaling \$2,875,755.

A rolling 13-month report is presented below:

Accounts Payable	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20	9/20	10/20
Amount Paid	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	2,515,815	1,328,586	2,875,755
Invoices Paid	416	507	417	543	408	409	576	443	372	491	426	374	415
Checks	181	218	158	221	181	236	284	158	149	204	171	245	218
ACH	76	52	48	61	51	46	58	47	53	49	51	44	56
PCards	478	384	382	456	356	557	436	453	485	446	469	493	528

Utility Customer Services

CALLS: 798

WORK ORDERS: 185

A rolling 13-month report is presented below:

Work Orders for Dept (UTILITY)	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20	9/20	10/20
BACKFLOW REPAIR	6	3		4	4	5	8	3	1	4	2	1	3
BACKFLOW TEST						1							
BEES IN METER				1	1					2			2
CHANGE WT-1 METER					1		1						
CHANGE WT-3 METER													
CONTRACTOR TEMP MTR													
CUSTOMER LEAK	2	4	3		2		3		1	1		1	1
DEMO										1			
FINAL READ BANK													
FINAL READ OWNER	69	62	76	59	65	114	67	49	97	95	111	135	106
FINAL READ RENTER	6												
FIRE PROTECTION C/O								1					
FLUSH OUT METER													
HIGH WATER BILL	20	9	3	3	2	2	5	4	6	3	2	5	2
INTRNL MTR CHNGE OUT	1												1
IR CHANGE OUT			3	2	1	1	1		3			1	
IRRIGATION CHANGEOUT W/ BACKFLOW													
LOCK PER CUSTOMER													
LOW PRESSURE	2					2	3	1	1	1		2	2
METER BOX/LID REPLACEMENT	33			15	1	20							
METER DOWNSIZE	1								2				
NEPTUNE DIAL CHANGE													
NEW COMPANION METER&2nd wt													
NEW INTERNAL METER													
NEW IRRIGATION METER													
NEW METER BOX					4		1		1		1	1	1
NEW MTR COMPOUND WT1													
NEW READ BANK													
NEW READ MARCO SHORE				1									
NEW READ OWNER				1									
NEW READ RENTER													
NEW RECLAIM METER													1
NEW WATER METER		28	21			8	6	13	19	13	3	7	5
NO WATER	1	1	1	1	1	1	1		1		1		
OFF PER CUST REQUEST		1			14	28	4	4	6	3	4	1	2
OPT 3 HOOT SYST 10YR													
PROBLEM/COMPLAINT	3	47	30	26	59	62	10	29	14	13	11	24	19
RC CHANGE OUT		1			1				1				
RED TAG NON-PAYMENT			1		28	2		1	1	1			
RELOCATE METER													
REMOVE IRR METER													
REMOVE METER		1			12		1						1
REMOVE RECLAIM METER													
REPAIRS	21	3	1	3	1		4	3	2	1			
RE-READ	1	2		2		1	2					1	
SERVICE LINE LEAK	6	1	5	3	1	1	3	2		2	1	8	9
SERVICE LINE REPAIR	9	2	3	5	2	2		3	4	2	1	9	4
SET UP TEMP METER						1					4		
SEWER BACKUP/ISSUE	2		1	1	1	1							
SEWER HOOKUP PERMIT													
STUCK METER	32	94	2	75	108	70	20	49	34	21	12	23	19
TEMP METER RETURNED									3	1	3	1	
TURN WATER ON	5			1	9	24	5	2	4	3		3	3
UNDERGROUND BORING	1												
UNLOCK MTR/BCKFLW IN	1			1		1		1	1				1
UPSIZE METER											2		1
WATER CHANGE OUT										12	19	3	2
WATER MAIN BREAK			1	1		1		1		1		1	
WATER QUALITY													
WT CHANGEOUT WITH BACKFLOW	4		1				6	4			2		
YELLOW TAG			1	2		1			35	3	1	1	
TOTAL	226	259	153	207	318	349	151	170	237	183	180	228	185

Purchasing:

Purchase orders:

164 purchase orders were issued in October of 2020 in the total amount of \$7,019,551.69

- 80 for the amounts less than \$5,000
- 23 for the amounts between \$5,000 and \$9,999
- 39 for the amounts between \$10,000 and \$49,999
- 22 for \$50,000 (all of the below are “blanket” purchase orders to cover expenses throughout the entire FY21 and re not for an individual item/project):

PO#	Vendor	Amount	For:
210143	LCEC	\$1,823,808.00	FY21 ELECTRIC BILLS (sole source provider)
210045	AFFORDABLE LANDSCAPING	\$980,700.00	FY 21 LANDSC MAINT SERV (City contract # 2020-022)
210054	CHEMRITE, INC.	\$432,435.00	FY21 NWP PEBBLE LIME (City contract #16-026)
210094	SUNSTATE METER	\$350,000.00	FY21 METER REPLACEMENT PROGRAM (piggy-back on Port St. Lucie Contract #20130109)
210027	SYNAGRO	\$250,000.00	FY21 SLUDGE HAULING (City contract #15-027)
210048	FPL	\$204,500.00	FY21 OFF ISLAND POWER BILLS (sole source provider)
210095	ALLIED UNIVERSAL	\$184,604.66	FY21 BLEACH (City contract #16-026)
210026	SUNSTATE METER	\$180,000.00	FY21 MISC METERS, BRASS FITTINGS (piggy-back on Port St. Lucie Contract #20130109)
210109	PROLIME	\$174,531.00	FY21 LIME SLUDGE HAULING & DISPOSAL (City contract #17-007)
210081	TYLER TECHNOLOGIES	\$161,500.63	FY21 TYLER MUNIS SAAS AND EXECUTIME (City contract #17-019)
210021	FERGUSON	\$150,000.00	FY21 BRASS FITTINGS, PIPES, OTHER MISC. SUPPLIES (piggy-back on Lee County contract #B170482GWT)
210160	VERIZON WIRELESS	\$134,340.00	FY21 CELL PHONE AND DATA BILLS (telecommunications exemption)
210145	WASTE MANAGEMENT	\$103,050.00	FY21 TRASH & RECYCLE PICK UP (sole source provider)
210025	SANDERS LABORATORIES	\$89,200.00	FY21 LAB SAMPLING (City contract #16-027)
210092	AIRGAS, INC	\$89,000.14	FY21 CO2 NWP (City contract #16-026)
210028	RONALD L BOOK	\$70,000.00	FY21 LOBBYING SERVICES (City contract #19-034)
210082	TORAY MEMBRANE	\$69,822.44	SWTP RO MEMBRANE REPLACEMENT (City contract #16-008)
210093	MAULDIN & JENKINS	\$67,000.00	Auditing Services for FY20 (City contract #19-010)
210108	INFOSEND, INC.	\$62,000.00	FY 21 UTIL BILL PRINT & MAIL (piggy-back on Collier County contract #18-7312-A)
210050	MADER ELECTRIC	\$62,000.00	FY21 PURCHASE & REPAIR OF PUMP (ABS pumps/parts are sole-source, non-ABS piggy-back on Lee County contract # B180244GWT)

210104	TYLER TECHNOLOGIES	\$52,121.67	FY 21 Energov Service and Licenses (City contract #17-017)
210084	AT YOUR SERVICE	\$51,152.16	FY21 CLEANING SERVICES (City contract #19-011-2)

P-Cards:

528 p-card transactions were made in the month of October in the total amount of \$92,890.87

Active bid solicitations:

Currently there are no active bid solicitations.

Risk management:

Homeowners on Galleon Ct. alleged that on 10/3/2020 their home got flooded because of water main break in their neighborhood. After the review of a claim, City concluded that there was a break of a service line not water main, which could not have caused a flooding at a subject property that is located on the opposite side of the road and is elevated. Claimant was advised to file a claim with homeowner's insurance.

Human Resources

- The following positions are vacant: Five positions in the Police Department: Police Officer (Three positions), and CSO (Two positions); One position in the Public Works Department: Maintenance Worker I; One position in the Fire Rescue Department: Fire Marshal / Plans Examiner; One position in the IT Department: Network Specialist, Senior and One position in the Parks and Recreation Department: Park Attendant-P/T. The City recruits continually for Police Officer and Community Service Officer.
- Continue to work on Administrative Policies for the City
- Facilitating the conversion to new carriers for Health, Dental and Vision Insurance effective November 1, 2020.

Grants

- 433189-1-58-01 - N Collier Boulevard from E. Elkcam 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. The project is approximately 55% completed.
- 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 95% completed.