



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.