



City of Marco Island

Meeting Date: April 19, 2021

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 March:

Budget

The COVID 19 Pandemic has resulted in unplanned expenditures for fiscal year 2021. We have applied to several governmental agencies for reimbursement. On November 6th, the Collier CARES (Coronavirus Aid, Relief, and Economic Security Act) program allocated the City funding in the amount of \$1,000,000 for first responder payroll related expenditures.

Accounts Payable

566 invoices were paid on 245 checks and 58 ACH totaling \$1,326,081.

A rolling 13-month report is presented below:

Accounts Payable	3/20	4/20	5/20	6/20	7/20	8/20	9/20	10/20	11/20	12/20	1/21	2/21	3/21
Amount Paid	1,323,827	1,511,362	1,657,690	1,147,316	1,488,315	2,515,815	1,328,586	2,875,755	2,229,243	2,062,671	1,543,883	2,119,455	2,082,125
Invoices Paid	409	576	443	372	491	426	374	415	584	430	447	503	566
Checks	236	284	158	149	204	171	245	218	218	169	233	272	245
ACH	46	58	47	53	49	51	44	56	48	47	45	58	144
PCards	557	436	453	485	446	469	493	528	373	389	395	472	456

Utility Customer Services

CALLS: 1052

WORK ORDERS: 295

A rolling 13-month report is presented below:

Work Orders for Dept (UTILITY)	3/20	4/20	5/20	6/20	7/20	8/20	9/20	10/20	11/20	12/20	1/21	2/21	3/21
BACKFLOW REPAIR	5	8	3	1	4	2	1	3	2	5	2	1	4
BACKFLOW TEST	1												
BEES IN METER					2			2					
CHANGE WT-1 METER		1											
CUSTOMER LEAK		3		1	1		1	1		1	1	1	2
DIAL										30	8	8	
DEMO					1								
DOWNSIZE										1	2	2	1
FINAL READ OWNER	114	67	49	97	95	111	135	106	109	122	106	108	173
FINAL READ RENTER													1
FIRE PROTECTION C/O			1										
HIGH WATER BILL	2	5	4	6	3	2	5	2	3		4	4	8
INTRNL MTR CHNGE OUT								1				4	9
IR CHANGE OUT	1	1		3			1		1		1		
IRRIGATION METER											1		1
LOCK PER CUSTOMER											1		
LOW PRESSURE	2	3	1	1	1		2	2			1	1	
METER BOX/LID REPLACEMENT	20									1			1
METER DOWNSIZE				2					1				
METER CO									1	51	7	7	
NEW METER		1		1		1	1	1	3	12	19	11	27
NEW READ MARCO SHORE													
NEW READ OWNER													
NEW RECLAIM METER								1					
NEW WATER METER	8	6	13	19	13	3	7	5					
NO WATER	1	1		1		1							
OFF PER CUST REQUEST	28	4	4	6	3	4	1	2	1	2		2	4
PROBLEM/COMPLAINT	62	10	29	14	13	11	24	19	17	13	19	13	15
RC CHANGE OUT				1							2		
RED TAG NON-PAYMENT	2		1	1	1						1	1	4
RELOCATE METER									1	2	1		
REMOVE METER		1						1	1				1
REMOVE RECLAIM METER													
REPAIRS		4	3	2	1					2			
RE-READ	1	2					1					1	1
SERVICE LINE LEAK	1	3	2		2	1	8	9	2	4	4	1	1
SERVICE LINE REPAIR	2		3	4	2	1	9	4	2	1			2
SET UP TEMP METER	1					4							
STUCK METER	70	20	49	34	21	12	23	19	4	21	68	51	26
TEMP METER RETURNED				3	1	3	1				1	1	
TURN WATER ON	24	5	2	4	3		3	3	3	2	4	3	6
UNLOCK MTR/BCKFLW IN	1		1	1				1	2	1	1	2	1
UPSIZE METER						2		1	1		1	1	
WATER CHANGE OUT					12	19	3	2					
WATER MAIN BREAK	1		1		1		1			1	1		
WT CHANGEOUT WITH BACKFLOW		6	4			2			2	29	23	23	4
YELLOW TAG	1			35	3	1	1			2	2	5	3
TOTAL	349	151	170	237	183	180	228	185	156	303	281	251	295

Purchasing:**Purchase orders:**

51 purchase orders were issued in March of 2021 in the total amount of \$318,131.39

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

P-Cards:

456 p-card transactions were made in the month of March in the total amount of \$96,888.82

Active bid solicitations:

Bid number	Date due	Title	City Council approval
ITB-2021-009	4/22/2021	San Marco Road Shared Pathway (from Vintage Bay Drive to Goodland Drive) – FDOT Grant Project	6/7/2021
ITB-2021-016	4/22/2021	Mackle Park Playground Shade Structures	5/3/2021
ITB-2021-017	5/13/2021	Annual Street Resurfacing	6/7/2021

Risk management:

Received a reimbursement check in the amount of \$815.20 from the person who drove over median #32 on N Collier Blvd damaging shrubs on January 24, 2021.

Received a reimbursement check in the amount of \$6,110.00 from the insurance of the person whose vehicle knocked down City streetlight near Esplanade on N Collier Blvd. on January 29, 2021.

Human Resources

- The following positions are vacant: Six positions in the Police Department: Police Officer (Four positions), CSO (One position) and Facilities Custodian/PT; Two positions in the Building Department: Building Inspector-Plumbing/Mechanical and Temporary Permit Clerk; Ten positions in the Parks and Recreation Department: Maintenance Worker I, Maintenance Worker/PT/Racquet Center and Summer Camp Counselor (8 Temporary positions); One position in the Fire Rescue Department: Fire Inspector; and One position in the IT Department: Network Specialist, Senior. The City recruits continually for Police Officer and Community Service Officer.
- Rollout of City Wellness Incentive program: Cigna Motivate Me
- Continue to work on Administrative Policies for the City
- Conducting review of Compensation and Pay plan
- Participating in IAFF contract negotiations

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 issued the 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 100% completed. Awaiting FDOT final inspection, 100% EEO and final invoicing and close out documentation.