



# City of Marco Island

Meeting Date: July 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 June:

## **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 6<sup>th</sup>, 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. On June 7<sup>th</sup>, the City received its first tranche of the American Rescue Plan funds in the amount of \$873,095.50. The second tranche will be distributed in 12 months.

## **Accounts Payable:**

579 invoices were paid on 265 checks and 66 ACH totaling \$2,438,922.

A rolling 13-month report is presented below:

Accounts Payable	6/20	7/20	8/20	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21
Amount Paid	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	2,262,296	2,029,249	2,438,922
Invoices Paid	372	491	426	374	415	584	430	447	503	566	460	494	579
Checks	149	204	171	245	218	218	169	233	272	245	257	227	265
ACH	53	49	51	44	56	48	47	45	58	73	49	58	66
PCards	485	446	469	493	528	373	389	395	472	456	466	459	503

## **Utility Customer Services:**

CALLS: 839

WORK ORDERS: 322

A rolling 13-month report is presented below:

Work Orders for Dept (UTILITY)	6/20	7/20	8/20	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21
ADDITIONAL METER											1		
BACKFLOW REPAIR	1	4	2	1	3	2	5	2	1	4	1		4
BACKFLOW TEST													
BEES IN METER		2			2								1
CHANGE WT-1 METER													1
CUSTOMER LEAK	1	1		1	1		1	1	1	2	1	1	1
DIAL							30	8	8				
DEMO		1											
DOWNSIZE							1	2	2	1		2	
FINAL READ OWNER	97	95	111	135	106	109	122	106	108	173	179	146	139
FINAL READ RENTER										1			
FIRE PROTECTION C/O													
HIGH WATER BILL	6	3	2	5	2	3		4	4	8	4	2	6
INTRNL MTR CHNGE OUT					1				4	9			1
IR CHANGE OUT	3			1		1		1					
IRRIGATION METER								1		1		1	
LOCK PER CUSTOMER								1					
LOW PRESSURE	1	1		2	2			1	1		2	6	
METER BOX/LID REPLACEMENT							1			1	1	1	
METER DOWNSIZE	2					1							
METER CALI													1
METER CO						1	51	7	7		5	2	5
NEW METER	1		1	1	1	3	12	19	11	27	23		20
NEW READ MARCO SHORE													
NEW READ OWNER												1	
NEW RECLAIM METER					1								
NEW WATER METER	19	13	3	7	5							11	
NO WATER	1		1										
OFF PER CUST REQUEST	6	3	4	1	2	1	2		2	4	8	4	
PROBLEM/COMPLAINT	14	13	11	24	19	17	13	19	13	15	13	6	9
RC CHANGE OUT	1							2					1
RED TAG NON-PAYMENT	1	1						1	1	4		1	1
RELOCATE METER						1	2	1				1	
REMOVE METER					1	1				1		3	8
REMOVE RECLAIM METER													
REPAIRS	2	1					2				2	1	2
RE-READ				1					1	1			
SERVICE LINE LEAK		2	1	8	9	2	4	4	1	1	1	1	2
SERVICE LINE REPAIR	4	2	1	9	4	2	1			2		1	2
SET UP TEMP METER			4								1		
STUCK METER	34	21	12	23	19	4	21	68	51	26	33	20	25
TEMP METER RETURNED	3	1	3	1				1	1				
TURN WATER ON	4	3		3	3	3	2	4	3	6	74	48	32
TURN OFF											89	48	32
UNLOCK MTR/BCKFLW IN	1				1	2	1	1	2	1	4	1	4
UPSIZE METER			2		1	1		1	1		1		
WATER CHANGE OUT		12	19	3	2						11	4	
WATER MAIN BREAK		1		1			1	1					1
WT CHANGEOUT WITH BACKFLOW			2			2	29	23	23	4			22
YELLOW TAG	35	3	1	1			2	2	5	3	4	1	2
TOTAL	237	183	180	228	185	156	303	281	251	295	458	313	322

**Purchasing:****Purchase orders:**

69 purchase orders were issued in June of 2021 in the total amount of \$1,199,519.01

- 37 for the amounts less than \$5,000
- 10 for the amounts between \$5,000 and \$9,999
- 18 for the amounts between \$10,000 and \$49,999
- 4 for \$50,000:

PO#	Vendor	Amount	For:
210621	RUSH TRUCK CENTERS	\$448,075.00	Vacuum Truck (Water & Sewer Dept)
210622	MISSISSIPPI LIME	\$81,793.74	FY21 Pebble lime
210671	PROLIME CORPORATION	\$72,715.50	FY21 Solid or Liquid Waste Disposal
210623	WATER SCIENCE ASSOCIATES	\$67,500.00	Deep Injection Well #1 mechanical integrity testing

**P-Cards:**

503 p-card transactions were made in the month of June in the total amount of \$102,243.34

**Active bid solicitations:**

<u>Bid</u> number	<u>Date due</u>	Title	City Council approval
ITB-2021-029	8/5/2021	San Marco Road and Heathwood Drive Intersection Reconstruction Project	8/16/2021
ITB-2021-024	7/9/2021	Comprehensive Compensation and Benefit Study	n/a (less than \$50,000)

**Risk management:**

Obtained insurance for a new police vessel at an annual premium of \$8,990.

**Human Resources:**

- The following positions are vacant: Five positions in the Police Department: Police Officer (Two positions), CSO (Two positions) and Office Assistant-PT/Code; One position in the Building Department: Building Inspector-Plumbing/Mechanical; One position in the Parks and Recreation Department: Park Attendant – PT; One position in the Fleet and Facilities Department: Project Manager – Facilities & Construction Management; and One position in the IT Department: Network Specialist, Senior. The City recruits continually for Police Officer and Community Service Officer.
- Promote City Wellness Incentive program: Cigna Motivate Me
- City Fitness Challenge runs 07/01/21 through 08/11/21
- Continue to work on Administrative Policies for the City
- Created RFP for Conducting review of Benefits, Compensation and Pay plan
- Gathering Data and Forms in advance of the implementation of NeoGov's ONBOARD software to manage employee pre-boarding, on-boarding, and off-boarding process.
- Participating in IAFF & FOP contract negotiations
- The following positions are vacant: Five positions in the Police Department: Police Officer (Two

**Grants:**

FM# 441879-1 Inlet Dr.

June 22, 2021 -Fully executed Construction Contract has been signed by Coastal Concrete and submitted to FDOT and uploaded into GAP.

Next Step- Scheduling of Construction meeting.

June 24, 2021-Invoice has been submitted for advertising reimbursement.

FM# 441878-1 Bald Eagle Dr.- Collier Blvd. to Old Marco Lane.

June 22, 2021 -Fully executed Construction Contract has been signed by Coastal Concrete and submitted to FDOT and uploaded into GAP.

Next Step- Scheduling of Construction meeting.

June 24, 2021-Invoice has been submitted for advertising reimbursement.

FM# 440438-1 San Marco-Vintage Bay Dr. to Goodland Dr.

As of July 7, 2021-Waiting for signed Construction Contract from American Design Engineering Inc.