TAMPA BAY WATER
Supplying Water To The Region

AGENDA ITEM M4a

DATE: December 2, 2019

TO: Matt Jordan, General Manager

FROM: Christina Sackett, Chief Financial Officer

SUBJECT: Finance and Administration Services Activity Report – October & November 2019 – *Receive and File*

SUMMARY

The Finance and Administrative Services report summarizes the key activities of the financial services, purchasing, records and risk management plus information technology departments for the months of October and November 2019.

RECOMMENDATION

Receive and File

COST/FUNDING SOURCE

N/A

DISCUSSION

The major activities and work effort of the departments which comprise Finance and Administrative Services for the months of October and November 2019 are included in the activity report. Below are some of the month's highlights.

1. Worked on Year-end Financial Statement Audit
2. Relocated warehouse inventory into Conex box trailers in preparation of warehouse replacement.
3. Completed review of all real estate documents and input all owner's title insurance policies into records management program.
4. Mimecast has been implemented for email spam and malware filtering

<u>**Financial Services:**</u>

Financial Services has a staff of seven to manage the Agency's $184.0 million operating budget, $293.0 million in financial assets and debt of $904.4 million. Department responsibilities include:

- Capital and operating budget preparation and monitoring
- Accounting, financial and compliance reporting, and audit preparation

- Payroll processing and employee benefit management and reporting
- Purchase requisition review, purchase order and accounts payable processing and control
- Water production and grants billing and receivables
- Inventory accounting and control
- Fixed assets management and control
- Debt management, arbitrage and compliance reporting
- Cash and investment management
- Policy and procedure development
- Federal and state tax reporting

October & November 2019
Major Activities Included:
- Worked Year-end Financial Statement Audit.
- Continued to work with investment advisor, Chandler Asset Management, to monitor investment options for management of funds.

Staff also participates in various interdepartmental meetings and program development. All monthly financial data processing, accounting, reporting and agenda preparation activities were completed; continued monthly billings to the District under the cooperative funding agreement; provided financial review of various contracts and agreements.

Purchasing:
The Purchasing Department is responsible for assisting in the needs of the 155 full time equivalent employee positions of Tampa Bay Water in the areas of:

- Procurement
- Contracts
- Inventory

October & November 2019
Major Activities Included:

- In the usual course of business, the purchasing team Processed Bids, Contracts, Renewals, Amendments, and Sole Source Purchases as needed in support of agency business. We also continued processing and entering agency-wide inventory requests and special purchases.
- Regina Kavanagh attended webinars entitled: Design Build Done Right; Sustainable Purchasing and Managing Stress in Turbulent Times. She also attended the Tampa Bay Paralegal Association (TBAC) 2019 Legal Symposium. The Legal Symposium activity also provides necessary continuing education hours to maintain her professional credentials as a paralegal.
- Stacy Gundry worked with Tyler Technologies and IT staff to migrate to the new Purchase Order form for Tyler Forms conversion to their new format.
- Stacy also conducted training for new P-Cardholders and a P-Card Clerk.

- Stacy attended the annual Trade Show for the NIGP Tampa chapter. She also attended two Board Meetings for the chapter in her new role as the Secretary.
- Teresa Collins attended two meetings in her new role as one of the state-level representatives on the Government/K-12 Advisory Team for the National Association of P-Card Professionals (NAPCP).
- Teresa also submitted a presentation for the annual NAPCP conference and was accepted as a speaker. She is currently working on two additional presentations, one with a colleague to be submitted to NIGP for their annual Forum.
- Billy Havee and Greg Prior, along with Bull Moving Company, coordinated and accomplished moving the warehouse stock into 14 Conex box trailers on the Cypress Creek campus. They are continuing to organize stock and relocate the items properly in MUNIS.
- Greg and Billy continued to work with MUNIS, Quatred software provider and IT staff to address issues with the walk-up-issue transaction on the hand-held devices
- Greg and Teresa attended the 95% Design Review for the warehouse renovation. The warehouse team also completed the fourth and final cycle count of the year with no issues.
- The department's year to date annual cost savings/cost avoidance/revenue generation for the agency for FY 2020 is currently $1,855.33
- October Inventory – Item Count = 2,558 and Total Value = $ 936,078.82
- November Inventory – Item Count = 2,557 and Total Value = $ 932,079.18

Records and Insurance:

The Records Department is the central repository for the Agency's records. The department is responsible for responding to public records requests and assisting staff in complying with applicable public record laws regarding the Agency's retention, management and disposition of records. The department also assists with agenda preparation, distribution and posting; office supplies and equipment; equipment maintenance; and mail distribution services. The department also assists with facility maintenance and fleet management services at the Clearwater office.

The Records Manager is also responsible for the Agency's insurance programs and provides staff and vendors assistance regarding required insurance coverage.

October & November 2019
Major Activities Included:
- Continue regular review of records for standard disposition.
- Continue with the Agency's certificate of insurance verification program for outside contractors.
- Continue review of permit files – both electronic and paper.
- Completed review of all real estate documents and input all owner's title insurance policies into records management program.

Information Technology
The Information Technology group, which supports the agency's technology, communications, DATA and computer systems, is composed of four cross functional areas all with the same operational

focus of providing resources for water production. In alignment with the Agency's Strategic Plan, the Information Technology Departments most critical areas of support are SCADA, the Laboratory Information Management System, the Enterprise Data Warehouse, and the financial accounting system of record.

The Information Technology group, which supports the agency's technology, communications and computer systems, is composed of four cross functional departments: Applications, Systems and SCADA.

October & November 2019
Major Activities Included:

IT Applications
The IT Applications group maintains a complex data warehouse environment that holds all Agency enterprise data and writes custom software as needed by other departments. In addition, IT Applications provides end-user support for much Agency software and bulk data loads for databases, administrates the agency's financial system, and documents existing applications and data flows. The group also supports Geographic Information Systems (GIS) for the agency. Major action items / decision points include:

- Long Term Demand Forecast System (LTDFS) 2019 data processing finalization.
- Consumption and conservation data transfer to H2OSAV.
- Finalized all core Agency Microsoft Enterprise Agreement Licensing.
- Document Control Management (M-Files) system continued implementation.
- Second round of server migrations from Clearwater datacenter to Cypress Creek datacenter.
- Aerial imagery requiring GIS work continued.
- AWIA Risk Assessment Excel workbook built.
- General applications and data support.

IT Systems
The IT Systems Group installs and maintains the Agency's computer hardware (servers, PCs, mobile laptops, printers), data networks (within buildings and between locations), computer operating systems and communication systems. IT Systems also performs computer maintenance support throughout Tampa Bay Water, including daily and weekly data backups, maintaining our network security systems, and configuring and performing maintenance on our Supervisory Control and Data Acquisition (SCADA) systems.

- Ready to move over to new 1GB internet connection that will support CYC, HSPS, and Desal.
- VGrid testing will start ASAP
- Lithia and Reservoir will be added to our MPLS (Direct Connection) network.
- Mimecast has been implemented for email spam and malware filtering.
- IT is testing new VPN solutions for employees.
- IT is testing new Two Factor Authentication that will be user friendly.

SCADA Systems

The IT SCADA group is responsible for the ongoing development, maintenance and security of the Survalent SCADA system. This includes managing the communications infrastructure.

- SCADA Master Plan: The final technical memos were submitted by the consultant. The final report is in progress.
- SCADA hardware upgrade: All the hardware is available now. The new Cypress Creek cluster is up and running. High Service to follow soon.
- Provided support to the High Service Generators and Switchgear project. Support involves changing the SCADA database and graphics and being on site for testing, meetings, and as needed.
- CIP projects document, partially based on the SCADA Master Plan, are in progress.
- Participated in several efforts such as the performance management study and AWIA compliance
- Continued working on SCADA graphics modernization and enhancements
- Continued 24/7 support to internal and external users of SCADA