

**DATE:** February 3, 2020  
**TO:** Matt Jordan, General Manager  
**FROM:** Christina Sackett, Chief Financial Officer *CS*  
**SUBJECT:** Finance and Administration Services Activity Report – December 2019 & January 2020 – *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 December 2019 and January 2020.

**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 December 2019 and January 2020 are included in the activity report. Below are some of the month's highlights.

1. Finalizing Comprehensive Annual Financial Report for Fiscal Year 2019.
2. Finished relocating all warehouse inventory items to their temporary conex box assignment, in the agency's financial system, Munis.
3. Began insurance broker selection process.
4. Received final SCADA Master Plan report and submitted SCADA projects for the Capital Improvement Program.

**Financial Services:**

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

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- 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

### **December 2019 & January 2020**

#### **Major Activities Included:**

- Finalizing audit of financial statements for fiscal year 2019.
- Started working on the budget for fiscal year 2021.
- Worked on implementation of Munis Module -Cash Management
- 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

### **December 2019 – January 2020**

#### **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.
- All staff completed the mandatory annual Harassment Prevention training.
- Jordan Millsaps received her Associate Degree from St. Pete College. She is continuing her studies and currently working toward her bachelor's degree.
- Teresa Collins renewed her Certified Professional in Supplier Diversity (CPSD) credential.
- Teresa and Stacy Gundry attended the Tampa Bay Area Chapter (TBAC) National Institute for Government Procurement (NIGP) quarterly meeting on December 6th where Stacy was also sworn in as the new chapter Secretary.
- Stacy attended two TBAC/NIGP Board meetings in her new capacity as Secretary.

- Stacy trained one new cardholder for travel purposes and published an article in the Source newsletter providing information and reminders about the travel policy and how to use P-Cards for business travel.
- Stacy also attended the annual Holiday Networking event for Bay Area Manufacturer's Association and NIGP which featured an executive/author who spoke about Emotional Intelligence in the workplace and communication.
- Billy Havee participated in two webinars, "Navigating Change in the Workplace," and "Practical Ideas to Reduce Inventory."
- Teresa represented Tampa Bay Water at the Small Business Enterprise (SBE) Collaborative group meeting with other representatives from Pinellas County public entities. The group is working on how to best share information to promote the use of diverse businesses.
- Billy and Greg Prior finished relocating all the warehouse items in the MUNIS system to reflect the temporary conex box locations accurately.
- Teresa, 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
- Teresa, Greg, and Billy attended an update meeting for the warehouse renovation project which is experiencing delays due to permitting issues.
- The department's year to date annual cost savings/cost avoidance/revenue generation for the agency for FY 2020 is currently \$2,120,45
- December Inventory – Item Count = 2,557 and Total Value = \$ 932,356.99
- January Inventory – Item Count = 2,551 and Total Value = \$ 910,262.57

### **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.

### **December 2019 & January 2020**

#### **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 budget requests for FY2021.
- Began review of contracts to piggyback for selection of insurance broker.

### **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, SCADA and Cybersecurity.

### **December 2019 & January 2020**

#### **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:

- Consumption and conservation data transfer to H2OSAV.
- Document Control Management (M-Files) system continued implementation.
- Final production server migration from Clearwater datacenter to Cypress Creek datacenter.
- Changing method and location of file transfers (SFTP) with member government and district.
- Clean-up of 6 billion unnecessary Maximo database records for performance optimization.
- Working with GIS consultant to continue GIS re-organization and database scheme transition.
- Attend Homeland Security ICS cybersecurity sessions.
- Provide assistance with Agency-wide Management & Performance Audit.
- Assist with technical requirements for the AWIA Risk Evaluation compliance exercise.
- 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.

- Development of project plan/SOP to implement dual-factor authentication on all Agency devices whether external or internal to the network.
- Development of project plan to have technology vendor assist Agency with network documentation.
- Evaluation of software from VMWare to further enhance network segmentation and cybersecurity on servers.
- Elevated security threat level in anticipation of advanced cyberattacks from the Nation State of Iran on critical infrastructure per Homeland Security recommendations.
- Assisted with performance audit and AWIA specifications.

### **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 report has been received, presentation of information to follow by vendor.
- SCADA hardware upgrade: Equipment upgrade complete at High Service Pump Station.
- 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, effort spent on planning and scoping upcoming projects.
- Participated in several efforts such as the performance management study and AWIA compliance.
- Continued working on SCADA graphics modernization and enhancements.
- SCADA communications: We are working with a second carrier, Frontier, with two objectives, upgrading the copper cables and having communications redundancy to the field.
- Continued 24/7 support to internal and external users of SCADA.