



# City of Marco Island

Meeting Date: December 6, 2021

To: City Council

From: Guillermo Polanco, Finance Director,

Through: Michael McNees, City Manager

Re: Finance Monthly Report

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The following is an update of the Finance activities and projects for the month of October:

**Budget:**

No unplanned or reported fiscal year 2022 budget issues have arisen to date. The final numbers for fiscal year 2021 are attached.

**Accounts Payable:**

428 invoices were paid on 180 checks and 58 ACH totaling \$3,618,556.

A rolling 13-month report is presented below:

Accounts Payable	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21	9/21	10/21
Amount Paid	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	2,686,331	2,076,509	1,156,684	3,618,556
Invoices Paid	415	584	430	447	503	566	460	494	579	414	598	397	428
Checks	218	218	169	233	272	245	257	227	265	205	292	153	180
ACH	56	48	47	45	58	73	49	58	66	43	65	66	58

**Utility Customer Services:**

We are in the process of upgrading the version of our financial software to enhance its functionality and increase its security. This will require our Utility Billing (UB) customers that have created online accounts via Citizen Self-Service (CSS) to reregister their accounts as the new system uses a stronger password criterium, and an email as the username. Notices of the changes have been included in our customers' bills and instructions are posted on the City's website.

CALLS: 606

WORK ORDERS: 212

A rolling 13-month report is presented below:

Work Orders for Dept (UTILITY)	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21	9/21	10/21
ADDITIONAL METER							1						
BACKFLOW REPAIR	3	2	5	2	1	4	1		4	7	8	4	11
BACKFLOW TEST													
BEES IN METER	2								1				
CHANGE WT-1 METER									1				
CUSTOMER LEAK	1		1	1	1	2	1	1	1		1		
DIAL			30	8	8								
DEMO												1	
DOWNSIZE			1	2	2	1		2			2	3	
FINAL READ OWNER	106	109	122	106	108	173	179	146	139	121	86	65	84
FINAL READ RENTER						1							
FIRE PROTECTION C/O													
HIGH WATER BILL	2	3		4	4	8	4	2	6	8	3	7	8
INTRNL MTR CHNGE OUT	1				4	9			1				
IR CHANGE OUT		1		1									
IRRIGATION METER				1		1		1		2			
LOCK PER CUSTOMER				1									
LOW PRESSURE	2			1	1		2	6				1	1
METER BOX/LID REPLACEMENT			1			1	1	1				1	
METER DOWNSIZE		1											2
METER CALI									1				
METER CO		1	51	7	7		5	2	5	3	7	2	1
NEW METER	1	3	12	19	11	27	23		20	16	25	20	15
NEW READ MARCO SHORE													
NEW READ OWNER								1					
NEW RECLAIM METER	1												
NEW WATER METER	5							11					
NO WATER											1		
OFF PER CUST REQUEST	2	1	2		2	4	8	4		5	2	4	1
PROBLEM/COMPLAINT	19	17	13	19	13	15	13	6	9	11	14	12	13
RC CHANGE OUT				2					1				
RED TAG NON-PAYMENT				1	1	4		1	1				
RELOCATE METER		1	2	1				1		1			1
REMOVE METER	1	1				1		3	8	3	2	1	
REMOVE RECLAIM METER													
REPAIRS			2				2	1	2				1
RE-READ					1	1					1		
SERVICE LINE LEAK	9	2	4	4	1	1	1	1	2	4	2	2	5
SERVICE LINE REPAIR	4	2	1			2		1	2	4	7	1	1
SET UP TEMP METER							1						2
STUCK METER	19	4	21	68	51	26	33	20	25	18	81	47	13
TEMP METER RETURNED				1	1					2	2		
TURN WATER ON	3	3	2	4	3	6	74	48	32	31	9	31	26
TURN OFF							89	48	32	6	11	40	20
UNLOCK MTR/BCKFLW IN	1	2	1	1	2	1	4	1	4	2	1		
UPSIZE METER	1	1		1	1		1						
WATER CHANGE OUT	2						11	4		4	20		2
WATER MAIN BREAK			1	1					1	1			
WT CHANGEOUT WITH BACKFLOW		2	29	23	23	4			22			15	4
YELLOW TAG			2	2	5	3	4	1	2	1			1
TOTAL	185	156	303	281	251	295	458	313	322	250	285	257	212

**Grants:**

FM# 441879-1 Inlet Dr-N Collier – Travida to Addison.

Pre Construction meeting on August 19, 2021.

Pre Construction meeting minutes submitted to FDOT and uploaded into GAP system.

As of October 28<sup>th</sup> the contractor projects to commence this project in about 4 to 5 weeks, however, they do not have a definite date of delivery of the structures for this project from the pre-caster.

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

Pre Construction meeting on August 19, 2021.

Pre Construction meeting minutes submitted to FDOT and uploaded into GAP system.

As of October 28<sup>th</sup> the contractor projects to commence on Monday, November 8<sup>th</sup>.

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

August 12, 2021 – Received fully executed and signed Contract from Contractor American Design Engineering.

October 27, 2021-Pre-con meeting for Construction and EEO. Minutes have been submitted to FDOT and uploaded to GAP. Projected start date is 12/6/2021.