



City of Marco Island

Meeting Date: October 18, 2021

To: City Council

From: Guillermo Polanco, Finance Director,

Through: Michael McNees, City Manager

Re: Finance Monthly Report

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

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, 2020, 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, 2021 the City received its first tranche of the American Rescue Plan (ARP) funds in the amount of \$873,095.50. The second tranche will be distributed in 12 months. The ARP funds will be used to address any revenue reduction within specific general revenue accounts as allowed by Treasury rules.

Accounts Payable:

598 invoices were paid on 292 checks and 65 ACH totaling \$2,076,509.

A rolling 13-month report is presented below:

Accounts Payable	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21	9/21
Amount Paid	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	2,686,331	2,076,509	1,156,684
Invoices Paid	374	415	584	430	447	503	566	460	494	579	414	598	397
Checks	245	218	218	169	233	272	245	257	227	265	205	292	153
ACH	44	56	48	47	45	58	73	49	58	66	43	65	66

Utility Customer Services:

We are in the process of upgrading the version of our financial software in order 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: 677

WORK ORDERS: 257

A rolling 13-month report is presented below:

Work Orders for Dept (UTILITY)	8/20	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21	9/21
ADDITIONAL METER									1					
BACKFLOW REPAIR	2	1	3	2	5	2	1	4	1		4	7	8	4
BACKFLOW TEST														
BEES IN METER			2								1			
CHANGE WT-1 METER											1			
CUSTOMER LEAK		1	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	111	135	106	109	122	106	108	173	179	146	139	121	86	65
FINAL READ RENTER								1						
FIRE PROTECTION C/O														
HIGH WATER BILL	2	5	2	3		4	4	8	4	2	6	8	3	7
INTRNL MTR CHNGE OUT			1				4	9			1			
IR CHANGE OUT		1		1		1								
IRRIGATION METER						1		1		1		2		
LOCK PER CUSTOMER						1								
LOW PRESSURE		2	2			1	1		2	6				1
METER BOX/LID REPLACEMENT					1			1	1	1				1
METER DOWNSIZE				1										
METER CALI											1			
METER CO				1	51	7	7		5	2	5	3	7	2
NEW METER	1	1	1	3	12	19	11	27	23		20	16	25	20
NEW READ MARCO SHORE														
NEW READ OWNER										1				
NEW RECLAIM METER			1											
NEW WATER METER	3	7	5							11				
NO WATER	1												1	
OFF PER CUST REQUEST	4	1	2	1	2		2	4	8	4		5	2	4
PROBLEM/COMPLAINT	11	24	19	17	13	19	13	15	13	6	9	11	14	12
RC CHANGE OUT						2					1			
RED TAG NON-PAYMENT						1	1	4		1	1			
RELOCATE METER				1	2	1				1		1		
REMOVE METER			1	1				1		3	8	3	2	1
REMOVE RECLAIM METER														
REPAIRS					2				2	1	2			
RE-READ		1					1	1					1	
SERVICE LINE LEAK	1	8	9	2	4	4	1	1	1	1	2	4	2	2
SERVICE LINE REPAIR	1	9	4	2	1			2		1	2	4	7	1
SET UP TEMP METER	4								1					
STUCK METER	12	23	19	4	21	68	51	26	33	20	25	18	81	47
TEMP METER RETURNED	3	1				1	1					2	2	
TURN WATER ON		3	3	3	2	4	3	6	74	48	32	31	9	31
TURN OFF									89	48	32	6	11	40
UNLOCK MTR/BCKFLW IN			1	2	1	1	2	1	4	1	4	2	1	
UPSIZE METER	2		1	1		1	1		1					
WATER CHANGE OUT	19	3	2						11	4		4	20	
WATER MAIN BREAK		1			1	1					1	1		
WT CHANGEOUT WITH BACKFLOW	2			2	29	23	23	4			22			15
YELLOW TAG	1	1			2	2	5	3	4	1	2	1		
TOTAL	180	228	185	156	303	281	251	295	458	313	322	250	285	257

Purchase orders:

34 purchase orders were issued in September of 2021 in the total amount of \$356,325.04

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

P-Cards:

473 p-card transactions were made in the month of September in the total amount of \$108,890.49

Active bid solicitations:

Bid number	Date due	Title	City Council approval
RFQ-2022-001	11/9/2021	Design Services for City Hall Wind Retrofit and Flood Barrier	12/6/2021
ITB-2022-002	11/8/2021	Durnford Way Parking and Stormwater Project	12/6/2021

Risk management:

Finalizing property and liability insurance renewal documents.

No incidents to report for the month of September

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.

Proposed Construction start date 10/18/2021.

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.

Construction started on 10/4/2021.

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.

Submitted to FDOT and uploaded into GAP.

Next step- Schedule pre construction meeting.