

# CITY OF GREENACRES

## INTEROFFICE MEMORANDUM 2015.12SM2.02

**TO:** Thomas J. Lanahan, Acting City Manager  
**FROM:** Thomas A. Hughes, Director of Finance  
**SUBJECT:** Department of Finance Activity Report  
**DATE:** December 28, 2015

---

The following report provides the highlights of activity within the Department of Finance for the reporting period from December 5, 2015 through December 18, 2015.

### **1. AUDIT/BUDGET and FINANCE ADMINISTRATION:**

#### Projects and Activities:

- a. FY 2017 Budget and TRIM: Develop a document that is professional in appearance with a high degree of accuracy for known and predictable Revenues and Expenditures. Continually improving understandability, providing visual alignment to City Goals and continued refinements with increased automation. Identify areas in the Position Budgeting Module that offer opportunities for improvement and collaborate with New World Systems to configure system to City's needs.
- b. Audit and review of EMS accounts receivable files previously submitted to Penn Credit for collection in preparation for transferring accounts to Accounts Receivable, Inc. As of December 9, 2015, all EMS active collections accounts have been turned over to Accounts Receivable, Inc.
- c. Reimbursement requests were submitted for the following grants:
  - Family Central, afterschool program; \$23,100.79
  - USDA Food After school snack \$1,393.56

**2. FINANCE OPERATIONS:**

## Projects and Activities:

- a. Preparation for Fiscal Year 2015 Audit and completion of the comprehensive annual financial Report (CAFR): Each year as required by Florida Statutes, the financial records for the City are reviewed, analyzed and audited by independent certified public accountants, and then a CAFR is produced and published. The CAFR presents current and historical information in narrative and numeric forms allowing the reader to view the City's current financial position and trends of various key indices. Prior to the commencement of audit field work, various pre-audit planning forms and financial information is supplied to the certified public accounts allowing them to develop a focused audit plan for the duration of their on-site efforts. Audit field work began the week of December 14<sup>th</sup>.
- b. Utility Billing Project: Implementation of Utility Management Module by New World System to bill for solid waste collection and allow for online payments by residents. Received customized billing template from New World; preliminary testing has been completed, final testing will commence the first week of January; Go Live set for mid-January.

ACTIVITY REPORT DATA	CURRENT PERIOD TRANSACTIONS	CURRENT PERIOD AMOUNT	FY 2016 YTD TRANSACTIONS	FY 2016 YTD AMOUNT	FY 2016 BUDGET TRANSACTIONS
A/P Invoices Processed for Payment	181	\$933,335	729	\$2,255,218	4,100
ACH Payments	6	\$226,185	37	\$1,473,342	40
Payroll Checks Issued	0	\$494,227	9	\$3,383,846	25
Payroll Direct Deposits	201		1,177		5,340
Cashier Pmts Processed	521	\$3,188,464	5,762	\$6,584,222	21,400
Solid Waste Bills Issued	\$0	\$0	6,940	\$ 1,115,862	13,690
Initial Ambulance Invoices	140	\$94,106	707	\$403,867	2,850

**3. INFORMATION TECHNOLOGY:**

## Projects and Activities:

- a. Security Camera at the Community Center – A request was submitted by the Planning & Engineering Department to have security cameras installed as part of the Community Center Expansion. IT is currently working on obtaining the estimate for the camera systems. (Staff Review)
- b. Palm Beach County Fiber Optic Network – The Palm Beach County contractor has finished the installation of fiber optic cables into the City Hall building. IT and the County are monitoring the fiber optic connectivity while the County is working on improving the WiMax connectivity.
- c. Fire Rescue Tablets for Medical Reporting – This project will allow Fire Rescue personnel the ability to complete medical reports out in the field. The RFP for 6 tablets has been advertised on the City's website.
- d. Laserfiche – IT has started looking into how to protect the Laserfiche server from the Internet before publishing selected Laserfiche documents for public view. (Staff Review)
- e. Voice Over IP Phone System – This is a cloud-based voice solution. IT has spoken with different vendors and will work with them after February 1, 2016. The primary benefit is to reduce the monthly AT&T phone bill. (Staff Review)
- f. Online PDF Forms – IT has been provided a demo for online PDF forms. This project will help collect data from the contractors or citizens more efficiently. (Staff Review)
- g. WebQA Citizen Requests on Smart Phones – The vendor is currently working on a smart phone application that will allow citizens to submit requests and/or complaints using their smart phones. (Staff Review)
- h. Computer Replacement – Thirteen new computers are being delivered while used computers are being refreshed with the newest computer image for re-deployment to less critical areas.

DEPARTMENT	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Technical Service Requests:			
Administration	5	42	-
Building	1	10	-
Finance	5	46	-
Planning & Engineering	3	13	-
Public Works	3	13	-
Public Safety	12	82	-
Leisure Services	11	57	-
Total Technical Service Requests	40	263	500
Computer Training Sessions Conducted	0	0	5
No. of Computer Training Attendees	0	0	20

#### 4. PURCHASING AND CONTRACTING:

##### Projects and Activities:

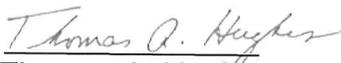
- a. 16-006 Fire Assessment Fee Study – The RFP was advertised on Sunday, November 22, 2015 and closed on Wednesday, December 9, 2015. Three proposals were received and are under evaluation.
- b. 16-005 Food Service Equipment – The Bid was advertised on Sunday, December 6, 2015 and closes on Wednesday, January 6, 2016.
- c. Fire Rescue Tablet Purchase – This project provides for the purchase of six (6) Fire Rescue tablets and software for all Fire Rescue vehicles. This will allow Fire Rescue personnel the ability to complete medical reports out in the field. Request for quote posted to City website on December 15, 2015.
- d. Median Landscaping Rejuvenation – The first phase of this project provides for retaining a Landscape Architect consultant to research and design an appropriate landscape treatment for the City's unirrigated roadway medians and rejuvenate the existing plantings. (Staff Review)
- e. Exterior Painting Public Buildings – This project provides for the exterior and interior maintenance of public buildings and park facilities through weather proofing and painting. Purchase order submitted to the purchasing division for review and approval. The City of Greenaces is looking to piggy-back City of Miami Beach Contract No. ITB-2014-191-SW.
- f. Parks/Building Parking Lot Resurfacing – This project provides for the asphalt overlay and striping of parking areas at the parks and public buildings, and overlay of walking pathways. This project increases safety, handicap

accessibility and aesthetics at City parks and public building grounds. (Staff Review)

- g. Storm Sewer Pipe & Basin Replacement – This project provides for the rehabilitation of storm sewer structures throughout the City. (Staff Review)
- h. 10<sup>th</sup> Avenue N. Corridor Improvements – The project provides improvements along 10<sup>th</sup> Avenue North from E-3 Canal to Haverhill Road. The improvements include streetscape, landscape, decorative streetlights, signage and entry features. (Staff Review)
- i. Original Section Drainage Improvements First Street Phase 2 – This project provides for the improvements to the stormwater drainage system within the Original Section to reduce flooding, improve performance and reduce future maintenance needs. (Staff Review)
- j. Dillman Road Sidewalk – This project provides for a sidewalk along the south side of Dillman Road between South Jog Road and Cleary Road in order to provide safe access to Cholee Lake Elementary School for children living south of the school. (Staff Review)
- k. Public Safety Headquarters Renovation – This project provides for the renovation and updating of the interior of the Public Safety Headquarters building. (Staff Review)

ACTIVITY	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Purchase Orders Issued	37	348	1,300
Purchase Order Amounts	\$307,391.40	\$5,869,437.56	\$9,000,000.00
Bids/RFPs Issued	2	4	9
Central Store Requests	4	25	100
Contracts Managed	28	28	28
Purchasing Card Purchases	\$8,841.06	\$44,179.72	\$180,000.00
Purchasing Card Transactions	112	489	2,000
No. of Training Sessions Conducted	1	1	3

\*Credit Card Account activity for 12/06/15 –12/18/15

  
Thomas A. Hughes  
Director of Finance