

CITY OF GREENACRES

INTEROFFICE MEMORANDUM 2016.01SM2.02

TO: Thomas J. Lanahan, Acting City Manager
FROM: Thomas A. Hughes, Director of Finance
SUBJECT: Department of Finance Activity Report
DATE: January 25, 2016

The following report provides the highlights of activity within the Department of Finance for the reporting period from January 2, 2016 through January 15, 2016.

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. Reimbursement requests were submitted for the following grants:
 - Family Central -Youth Program \$30,106.96
 - USDA – Snack Program \$1,549.80
- c. Received Reimbursement:
 - Family Central – Youth Program \$30,106.96
 - USDA – Snack Program \$1,549.80

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. Period ending 1/15/16: : Audit field work completed; City is waiting for Greenacres' Public Safety Pension Actuarial Report and Florida Retirement System (FRS) GASB 68 Actuarial Supplement to finalize the CAFR.
- 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. Period ending 1/15/16: Continuing to work on custom bill with New World programmers. Working with New World on semi-annual Billing and monthly Statement formats. Go-Live set for February 8, 2015.

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	184	\$826,068	1,033	\$3,324,005	4,100
ACH Payments	5	\$253,530	50	\$1,940,389	40
Payroll Checks Issued	1	\$496,440	10	\$4,348,656	25
Payroll Direct Deposits	201		1,580		5,340
Cashier Pmts Processed	526	\$1,725,413	6,818	\$8,591,054	21,400
Solid Waste Bills Issued	0	\$0.00	6,940	\$ 1,115,862	13,690
Initial Ambulance Invoices	122	\$84,561	955	\$600,983	2,850

3. INFORMATION TECHNOLOGY:

Projects and Activities:

- a. Security Camera at the Community Center – Requisitions have been submitted for the recorder and cameras.
- b. Fire Rescue Tablets for Medical Reporting – Fire/Rescue has ordered the tablets.
- c. 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)
- d. Voice Over IP Phone System – This is a cloud-based voice solution. IT has spoken with different vendors and will work with them in March, 2016. The primary benefit is to reduce the monthly AT&T phone bill. (Staff Review)
- e. 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)
- f. 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. The preliminary application design is completed and will be evaluated by Greenacres before the application is finalized and released to the app store.

DEPARTMENT	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Technical Service Requests:			
Administration	3	45	-
Building	0	10	-
Finance	3	49	-
Planning & Engineering	2	15	-
Public Works	1	14	-
Public Safety	3	85	-
Leisure Services	7	64	-
Total Technical Service Requests	19	282	500
Computer Training Sessions Conducted	0	0	5
No. of Computer Training Attendees	0	0	20

4. PURCHASING AND CONTRACTING:

Projects and Activities:

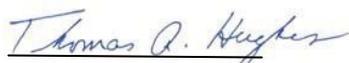
- a. 16-006 Fire Assessment Fee Study – The RFP was advertised on Sunday, November 22, 2015 and closed on Wednesday, December 9, 2015. Three proposals were received and presentations were held on Wednesday, January 13, 2016. The selection Committee conducted their final evaluations. Staff is recommending Tindale Oliver as the awardee.
- b. 16-005 Food Service Equipment – The Bid was advertised on Sunday, December 6, 2015 and closed on Wednesday, January 6, 2016. Three proposals were received. Advance Case Parts was found to be the lowest responsive, responsible bidder.
- c. Fire Rescue Tablet Purchase – This project provides for the purchase of six (6) Fire Rescue tablets and software for all Fire Rescue vehicles. The Request for Quote closed on Tuesday, December 22, 2015. The City received one quote from SafetyPad, who was found to be responsive and responsible. A Purchase Order was issued in the amount of \$12,132.00.
- d. 16-008 Server Replacement – This project provides for the supply and delivery of servers and ancillary equipment for various City Window based network enterprise applications. A Request for Quote was issued on January 7, 2016. KDT was found to be the lowest responsive, responsible bidder. A Purchase Order was issued in the amount of \$20,237.18.
- e. 16-009 Surveillance Equipment – This project provides for the supply and delivery of electronic surveillance equipment and supplies for various crime and drug prevention applications. A Request for Quote was issued on January 7, 2016. Proposals are currently under evaluation.
- f. 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)
- g. Exterior Painting Public Buildings – This project provides for the exterior and interior maintenance of public buildings and park facilities through weatherproofing and painting. Purchase order submitted to the purchasing division for review and approval. (Staff Review)
- h. 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)

- i. Storm Sewer Pipe & Basin Replacement – This project provides for the rehabilitation of storm sewer structures throughout the City. (Staff Review)
- j. 10th Avenue N. Corridor Improvements – The project provides improvements along 10th Avenue North from E-3 Canal to Haverhill Road. The improvements include streetscape, landscape, decorative streetlights, signage and entry features. (Staff Review)
- k. 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)
- l. 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)
- m. Public Safety Headquarters Renovation – This project provides for the renovation and updating of the interior of the Public Safety Headquarters building. (Staff Review)
- n. 16-008 Community Center Expansion A/V Systems – The Bid was advertised on Sunday, January 17, 2016 and closes on Wednesday, February 17, 2016.

ACTIVITY	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Purchase Orders Issued	47	403	1,300
Purchase Order Amounts	\$411,429.05	\$ 6,304,965.09	\$9,000,000.00
Bids/RFPs Issued	1	5	9
Central Store Requests	5	27	100
Contracts Managed	28	28	28
Purchasing Card Purchases	\$11,034.86	\$55,223.80	\$180,000.00
Purchasing Card Transactions	141	639	2,000
No. of Training Sessions Conducted	1	1	3

*Credit Card Account activity for 1/2/16 – 1/15/16



Thomas A. Hughes
Director of Finance