

CITY OF GREENACRES

INTEROFFICE MEMORANDUM 2016.02SM2.03

TO: Andrea McCue, City Manager
FROM: Thomas A. Hughes, Director of Finance
SUBJECT: Department of Finance Activity Report
DATE: February 12, 2016

The following report provides the highlights of activity within the Department of Finance for the reporting period from January 25, 2016 through February 12, 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 \$20,732.80
 - USDA – Snack Program \$1,387.68

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. Period ending 2/12/16: The Florida Retirement System (FRS) GASB 68 Actuarial Supplement has not been issued and is required to complete the CAFR. Completion of the CAFR will be approximately 2 weeks after receipt of the FRS Actuarial Supplement.

- 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 2/12/2016: Customized semi-annual Billing and monthly Statement formats completed. Go-Live set for February 15, 2016.

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	162	\$1,343,676	1,195	\$4,667,681	4,100
ACH Payments	10	\$423,826	60	\$2,364,215	40
Payroll Checks Issued	1	\$990,226	11	\$5,338,882	25
Payroll Direct Deposits	399		1,979		5,340
Cashier Pmts Processed	555	\$730,412	7,428	\$10,244,267	21,400
Solid Waste Bills Issued	0	\$0	6,940	\$1,115,862	13,690
Initial Ambulance Invoices	169	\$117,066	1,124	\$718,049	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. IT has recently purchased and configured new Dell servers to replace the current five year old Dell servers. The new servers will be virtualized and utilized for various Windows based network enterprise applications. The server virtualization technology helps improve server utilization, reduce hardware and management costs and improve overall disaster recovery and business continuity.

- c. Laserfiche – IT is researching 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 various vendors and will request proposals to be reviewed and analyzed in March. The primary benefit is to reduce the monthly AT&T phone bill.
- 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 preliminary application design is complete and is being evaluated by Greenacres' Staff before the application is finalized and released to the app store.

DEPARTMENT	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Technical Service Requests:			
Administration	5	50	-
Building	1	11	-
Finance	3	52	-
Planning & Engineering	2	17	-
Public Works	2	16	-
Public Safety	16	101	-
Leisure Services	6	70	-
Total Technical Service Requests	35	317	500
Computer Training Sessions Conducted	0	0	5
No. of Computer Training Attendees	0	0	20

4. PURCHASING AND CONTRACTING:

Projects and Activities:

- a. 16-005 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. A Notice of Award has been issued.
- b. 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. B&H was found to be the lowest responsive, responsible bidder and a purchase order has been issued to the company.

- c. 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 non-irrigated roadway medians and rejuvenate the existing plantings. (Staff Review)
- d. Exterior Painting Public Buildings – This project provides for the exterior and interior maintenance of public buildings and park facilities through weatherproofing and painting. A purchase order has been submitted to the purchasing division for review and approval.
- e. 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)
- f. Storm Sewer Pipe & Basin Replacement – This project provides for the rehabilitation of storm sewer structures throughout the City. (Staff Review)
- g. 10th Avenue N. Corridor Improvements – This 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)
- h. 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)
- i. 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)
- j. Public Safety Headquarters Renovation – This project provides for the renovation and updating of the interior of the Public Safety Headquarters building. (Staff Review)
- k. 16-008 Community Center Expansion A/V Systems – The Bid was advertised on Sunday, January 17, 2016 and closes on Wednesday, February 17, 2016. A Pre-Bid meeting was held on Wednesday, February 3, 2016 at 10:00 am.

ACTIVITY	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Purchase Orders Issued	29	432	1,300
Purchase Order Amounts	\$91,521.41	\$ 6,396,486.50	\$9,000,000.00
Bids/RFPs Issued	1	6	9
Central Store Requests	8	36	100
Contracts Managed	28	28	28
Purchasing Card Purchases	\$11,553.80	\$66,777.60	\$180,000.00
Purchasing Card Transactions	112	751	2,000
No. of Training Sessions Conducted	1	1	3

*Credit Card Account activity for 1/25/16 – 2/5/16


Thomas A. Hughes
Director of Finance

TAH/msm