

CITY OF GREENACRES

INTEROFFICE MEMORANDUM 2016.03RW2.03

TO: Andrea McCue, City Manager
FROM: Thomas A. Hughes, Director of Finance
SUBJECT: Department of Finance Activity Report
DATE: March 14, 2016

The following report provides the highlights of activity within the Department of Finance for the reporting period from February 26, 2016 through March 10, 2016.

1. AUDIT/BUDGET and FINANCE ADMINISTRATION:

Projects and Activities:

- a. Reimbursement requests were submitted for the following grants:
 - Family Central, afterschool program \$ 20,728.15
- b. 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.

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 3/10/16: Waiting for FRS Supplement to report City's share of the total FRS Net Pension Liability. 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 3/10/2016: All testing has been completed to print first monthly arrears statements in the new Utility Billing module. Notices to be mailed by Monday, March 14, 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	191	\$ 768,471	1,548	\$ 6,443,756	4,100
ACH Payments	5	\$ 152,337	70	\$ 2,603,927	40
Payroll Checks Issued	3	\$ 320,365	16	\$ 5,957,349	25
Payroll Direct Deposits	131		2,240		5,340
Cashier Pmts Processed	407	\$ 738,874	8,394	\$ 11,877,952	21,400
Solid Waste Bills Issued	0	\$ 0	6,940	\$ 1,115,862	13,690
Initial Ambulance Invoices	0	\$ 0	1,301	\$ 841,406	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. Requisitions have been submitted for the recorder and cameras. (Staff Review)
- b. Laserfiche – IT is researching how to protect the Laserfiche server from the Internet before publishing selected Laserfiche documents for public view. (Staff Review)
- c. 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. The primary benefit is to reduce the monthly AT&T phone bill and for IT to have full control of phone features. (Staff Review)

- d. 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)
- e. WebQA Citizen Requests on Smart Phones – Greenacres' staff has reviewed the application design and the developer is currently working on finalizing the design.

DEPARTMENT	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Technical Service Requests:			
Administration	4	58	-
Building	0	12	-
Finance	12	65	-
Planning & Engineering	1	21	-
Public Works	1	17	-
Public Safety	4	110	-
Leisure Services	4	79	-
Total Technical Service Requests	26	362	500
Computer Training Sessions Conducted	0	0	5
No. of Computer Training Attendees	0	0	20

4. PURCHASING AND CONTRACTING:

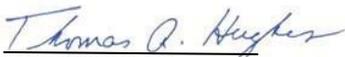
Projects and Activities:

- a. 16-008 Community Center Expansion A/V Systems – The Bid was advertised on Sunday, January 17, 2016 and closed on Wednesday, February 17, 2016 with three proposals submitted. Maritime Mobile Communications LLC. dba Digital Video Systems was found to be the lowest responsive responsible bidder. A Notice of Award has been issued.
- b. 16-007 Original Section Drainage Improvements Phase 2, Ditches 1-4 – This Bid was advertised on Sunday, February 28, 2016. A Pre- Bid meeting is being held on Wednesday, March 16, 2016 and closes on Wednesday, March 30, 2016.
- 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. 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)
- e. Storm Sewer Pipe & Basin Replacement – This project provides for the rehabilitation of storm sewer structures throughout the City. (Staff Review)
- f. 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)
- g. 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)
- h. Public Safety Headquarters Renovation – This project provides for the renovation and updating of the interior of the Public Safety Headquarters building. Issued Request for Quote for New Closet Doors & Hardware for Public Safety Headquarters on Thursday, March 3, 2016 and opened on Friday, March 11, 2016. This item is currently under evaluation.

ACTIVITY	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Purchase Orders Issued	41	551	1,300
Purchase Order Amounts	\$ 113,652.92	\$ 12,991,689.79	\$ 9,000,000.00
Bids/RFPs Issued	0	7	9
Central Store Requests	0	42	100
Contracts Managed	28	28	28
Purchasing Card Purchases	\$ 7,582.54	\$ 80,598.32	\$ 180,000.00
Purchasing Card Transactions	86	947	2,000
No. of Training Sessions Conducted	0	1	3

*Credit Card Account activity for 2/20/16 – 3/10/16



Thomas A. Hughes
Director of Finance

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