

# CITY OF GREENACRES

## INTEROFFICE MEMORANDUM 2016.03RW2.05

**TO:** Andrea McCue, City Manager  
**FROM:** Thomas A. Hughes, Director of Finance  
**SUBJECT:** Department of Finance Activity Report  
**DATE:** March 28, 2016

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The following report provides the highlights of activity within the Department of Finance for the reporting period from March 11, 2016 through March 24, 2016.

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

#### Projects and Activities:

- a. Reimbursement requests were submitted for the following grants:
  - USDA Food, after school snack \$ 1,495.20
- b. Received reimbursement funds the following grants:
  - Family Central, afterschool program \$ 20,391.47
- c. Conducted in-house classes in Basic Excel, Intermediate Excel, Word and Power Point to approximately 20 employees.
- d. 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 3/24/16: 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. The latest estimated date for receiving the FRS Supplement is approximately 4/7/2016.
- 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 3/24/2016: The next step in the implementation of Utility Billing will be the first semi-annual bill to be issued on 4/4/2016. New World implementation team member will be onsite the week of 4/4/2016 for Post Go-Live support. The development of an automated form letter for generating the imposition and release of liens letters will be included in this session.
- c. Affordable Care Act Form 1095C: We are working through final steps for full implementation by the 3/31/2016 due date.

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	90	\$ 275,570	1,638	\$ 6,719,327	4,100
ACH Payments	4	\$ 52,654	74	\$ 2,656,581	40
Payroll Checks Issued	1	\$ 269,868	17	\$ 6,227,217	25
Payroll Direct Deposits	131		2,371		5,340
Cashier Pmts Processed	361	\$ 782,774	8,783	\$ 12,709,863	21,400
Solid Waste Bills Issued	998	\$ 4,552	7,938	\$ 1,120,414	13,690
Initial Ambulance Invoices	236	\$ 164,573	1,537	\$ 1,005,978	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. A purchase order has been issued.
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DEPARTMENT	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Technical Service Requests:			
Administration	3	61	-
Building	2	14	-
Finance	2	67	-
Planning & Engineering	2	23	-
Public Works	0	17	-
Public Safety	4	114	-
Leisure Services	2	81	-
Total Technical Service Requests	15	377	500
Computer Training Sessions Conducted	5	5	5
No. of Computer Training Attendees	22	22	20

#### 4. PURCHASING AND CONTRACTING:

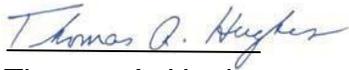
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Contracts Managed	28	28	28
Purchasing Card Purchases	\$ 10,347.65	\$ 90,946.60	\$ 180,000.00
Purchasing Card Transactions	84	1,037	2,000
No. of Training Sessions Conducted	3	4	3

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Thomas A. Hughes  
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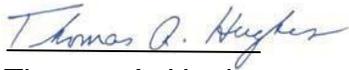
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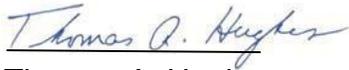
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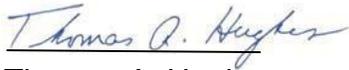
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Contracts Managed	28	28	28
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No. of Training Sessions Conducted	3	4	3

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Thomas A. Hughes  
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TAH/rw

# CITY OF GREENACRES

## INTEROFFICE MEMORANDUM 2016.03RW2.05

**TO:** Andrea McCue, City Manager  
**FROM:** Thomas A. Hughes, Director of Finance  
**SUBJECT:** Department of Finance Activity Report  
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ACTIVITY REPORT DATA	CURRENT PERIOD TRANSACTIONS	CURRENT PERIOD AMOUNT	FY 2016 YTD TRANSACTIONS	FY 2016 YTD AMOUNT	FY 2016 BUDGET TRANSACTIONS
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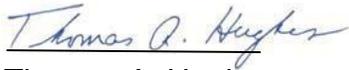
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TAH/rw

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**SUBJECT:** Department of Finance Activity Report  
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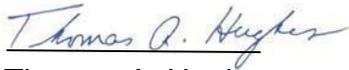
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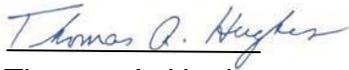
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ACTIVITY REPORT DATA	CURRENT PERIOD TRANSACTIONS	CURRENT PERIOD AMOUNT	FY 2016 YTD TRANSACTIONS	FY 2016 YTD AMOUNT	FY 2016 BUDGET TRANSACTIONS
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ACH Payments	4	\$ 52,654	74	\$ 2,656,581	40
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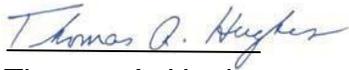
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Thomas A. Hughes  
Director of Finance

TAH/rw

# CITY OF GREENACRES

## INTEROFFICE MEMORANDUM 2016.03RW2.05

**TO:** Andrea McCue, City Manager  
**FROM:** Thomas A. Hughes, Director of Finance  
**SUBJECT:** Department of Finance Activity Report  
**DATE:** March 28, 2016

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Projects and Activities:

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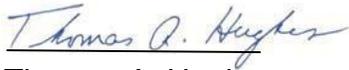
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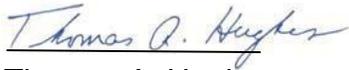
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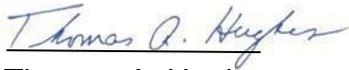
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- d. Parks/Building Parking Lot Resurfacing – This project provides for the asphalt overlay and striping of parking areas at the parks and public buildings, and overlay of walking pathways. This project increases safety, handicap accessibility, and 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. 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)
- 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. The City received two proposals. ARZ Builders, Inc. was found to be the lowest responsive, responsible bidder.

- i. The Purchasing Division participated in the computer training put together by the Finance Department. Purchasing taught two Introduction to Procurement classes and one Publisher 101 class.
- j. Contract Renewal – The Purchasing division has renewed the contract with Zambelli Fireworks Manufacturing Co. for an additional year.

ACTIVITY	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Purchase Orders Issued	30	596	1,300
Purchase Order Amounts	\$ 139,924.29	\$ 13,196,133.57	\$ 9,000,000.00
Bids/RFPs Issued	0	7	9
Central Store Requests	3	45	100
Contracts Managed	28	28	28
Purchasing Card Purchases	\$ 10,347.65	\$ 90,946.60	\$ 180,000.00
Purchasing Card Transactions	84	1,037	2,000
No. of Training Sessions Conducted	3	4	3

\*Credit Card Account activity for 3/5/16 – 3/24/16



Thomas A. Hughes  
Director of Finance

TAH/rw