

CITY OF GREENACRES

INTEROFFICE MEMORANDUM 2016.03RW2.07

TO: Andrea McCue, City Manager
FROM: Thomas A. Hughes, Director of Finance
SUBJECT: Department of Finance Activity Report
DATE: April 11, 2016

The following report provides the highlights of activity within the Department of Finance for the reporting period from March 25, 2016 through April 7, 2016.

1. AUDIT/BUDGET and FINANCE ADMINISTRATION:

Projects and Activities:

- a. Reimbursement requests were submitted for the following grants:
 - Firefighter Supplemental \$ 2,890.00
 - CDBG 1st Street Phase \$ 47,505.80
- 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. A preliminary draft of Capital Improvement Project requests has been completed for the April 18th Budget Workshop.

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. Completion of the CAFR will be approximately 2 weeks after receipt of the FRS Actuarial Supplement. The estimated date for receiving the FRS Supplement was 4/7/2016, FRS has not issued an updated delivery date.

- 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 4/7/2016: First semi-annual bill issued. The online payments module has been configured on Greenacres website, New World is currently working on the data transfer file that links credit card suppliers to the bank.
- c. Affordable Care Act Form 1095C: 1095C forms were printed and mailed.

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	\$ 275,570	1,822	\$ 8,853,629	4,100
ACH Payments	5	\$ 128,131	79	\$ 2,784,712	40
Payroll Checks Issued	1	\$ 312,245	18	\$ 6,539,462	25
Payroll Direct Deposits	132		2,503		5,340
Cashier Pmts Processed	542	\$ 700,745	9,325	\$ 13,410,607	21,400
Solid Waste Bills Issued	6,953	\$ 686,603	14,891	\$ 1,807,017	13,690
Initial Ambulance Invoices	180	\$ 124,803	1,717	\$ 1,130,781	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.
- 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. WebQA Citizen Requests on Smart Phones – The developer is working on finalizing the design and will let IT know when the application is available for download from the Apple and Android stores.

DEPARTMENT	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Technical Service Requests:			
Administration	2	63	-
Building	0	14	-
Finance	8	75	-
Planning & Engineering	4	27	-
Public Works	1	18	-
Public Safety	8	122	-
Leisure Services	10	91	-
Total Technical Service Requests	33	410	500
Computer Training Sessions Conducted	0	5	5
No. of Computer Training Attendees	0	22	20

4. PURCHASING AND CONTRACTING:

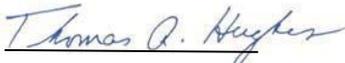
Projects and Activities:

- a. 16-007 Original Section Drainage Improvements Phase 2, Ditches 1-4 – This Bid was advertised on Sunday, February 28, 2016. A Pre-Bid meeting was held on Wednesday, March 16, 2016. The Bid closed on Wednesday, March 30, 2016. The City received two proposals. Johnson Davis has been determined to be to lowest responsive, responsible bidder.
- b. 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)
- c. 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)

- d. Storm Sewer Pipe & Basin Replacement – This project provides for the rehabilitation of storm sewer structures throughout the City. (Staff Review)
- e. 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)
- f. 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)
- g. 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. Certificate of Insurance has been received.

ACTIVITY	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Purchase Orders Issued	52	651	1,300
Purchase Order Amounts	\$ 534,949.36	\$ 13,839,165.22	\$ 9,000,000.00
Bids/RFPs Issued	0	7	9
Central Store Requests	2	47	100
Contracts Managed	28	28	28
Purchasing Card Purchases	\$ 10,049.19	\$ 100,995.79	\$ 180,000.00
Purchasing Card Transactions	88	1,135	2,000
No. of Training Sessions Conducted	0	4	3

*Credit Card Account activity for 3/25/16 – 4/4/16



Thomas A. Hughes
Director of Finance

TAH/rw