

# CITY OF GREENACRES

## INTEROFFICE MEMORANDUM 2016.05RW2.02

**TO:** Andrea McCue, City Manager  
**FROM:** Thomas A. Hughes, Director of Finance  
**SUBJECT:** Department of Finance Activity Report  
**DATE:** May 9, 2016

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The following report provides the highlights of activity within the Department of Finance for the reporting period from April 1, 2016 through April 30, 2016.

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

#### Projects and Activities:

- a. Reimbursement requests were submitted for the following grants:
  - Family Central Child Care Program \$ 27,665.23
  - USDA Snack Program \$ 1,762.32
- b. Received reimbursement funds the following grants:
  - Family Central Child Care Program \$ 27,665.23
  - USDA Snack Program \$ 1,762.32
  - CDBG 1<sup>st</sup> Street Phase \$ 47,505.80
- c. 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 May 16<sup>th</sup> 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. Actuarial valuation has been received from FRS. The final note disclosures, schedules, and management's discussion and analysis (MD&A) have been prepared. The CAFR to be finalized for presentation to City Council on Monday, May 16, 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 4/30/2016:** This project is complete except for some minor adjustments required from New World Systems.

| 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 | 403                         | \$ 3,360,738          | 2,104                    | \$ 10,145,470      | 4,100                       |
| ACH Payments                       | 13                          | \$ 346,188            | 91                       | \$ 3,040,695       | 40                          |
| Payroll Checks Issued              | 2                           | \$ 609,891            | 21                       | \$ 7,114,785       | 25                          |
| Payroll Direct Deposits            | 263                         |                       | 2,763                    |                    | 5,340                       |
| Cashier Pmts Processed             | 4,056                       | \$ 2,795,448          | 13,315                   | \$ 15,670,137      | 21,400                      |
| Solid Waste Bills Issued           | 6,953                       | \$ 686,603            | 17,885                   | \$ 1,813,794       | 13,690                      |
| Initial Ambulance Invoices         | 370                         | \$ 257,429            | 1,978                    | \$ 1,313,032       | 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. (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 has requested proposals that will 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 application is now available for download from the Apple and Android stores.

| DEPARTMENT                           | CURRENT PERIOD | FY 2016 YTD | FY 2016 BUDGET |
|--------------------------------------|----------------|-------------|----------------|
| Technical Service Requests:          |                |             |                |
| Administration                       | 6              | 69          | -              |
| Building                             | 2              | 16          | -              |
| Finance                              | 11             | 86          | -              |
| Planning & Engineering               | 4              | 31          | -              |
| Public Works                         | 4              | 22          | -              |
| Public Safety/Fire Rescue            | 13             | 135         | -              |
| Leisure Services                     | 18             | 109         | -              |
| Total Technical Service Requests     | 58             | 468         | 500            |
| Computer Training Sessions Conducted | 0              | 5           | 5              |
| No. of Computer Training Attendees   | 0              | 22          | 20             |

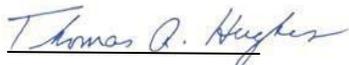
#### 4. PURCHASING AND CONTRACTING:

##### Projects and Activities:

- a. 16-009 Jog Road Landscape and Irrigation – 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. Bid to be advertised on Sunday, May 8, 2016.
- b. 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)

- c. Storm Sewer Pipe & Basin Replacement – This project provides for the rehabilitation of storm sewer structures throughout the City. (Staff Review)
- d. 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)
- e. 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)

| ACTIVITY                           | CURRENT PERIOD | FY 2016 YTD      | FY 2016 BUDGET  |
|------------------------------------|----------------|------------------|-----------------|
| Purchase Orders Issued             | 77             | 702              | 1,300           |
| Purchase Order Amounts             | \$ 274,629.52  | \$ 14,049,554.30 | \$ 9,000,000.00 |
| Bids/RFPs Issued                   | 0              | 13               | 9               |
| Central Store Requests             | 8              | 54               | 100             |
| Contracts Managed                  | 28             | 28               | 28              |
| Purchasing Card Purchases          | \$ 15,363.80   | \$ 114,846.03    | \$ 180,000.00   |
| Purchasing Card Transactions       | 170            | 1,306            | 2,000           |
| No. of Training Sessions Conducted | 0              | 4                | 3               |



Thomas A. Hughes  
Director of Finance

TAH/rw