

CITY OF GREENACRES

INTEROFFICE MEMORANDUM 2016.06RW2.01

TO: Andrea McCue, City Manager
FROM: Thomas A. Hughes, Director of Finance
SUBJECT: Department of Finance Activity Report
DATE: June 13, 2016

The following report provides the highlights of activity within the Department of Finance for the reporting period from May 1, 2016 through May 31, 2016.

1. AUDIT/BUDGET and FINANCE ADMINISTRATION:

Projects and Activities:

- a. Reimbursement requests were submitted for the following grants:
 - Family Central Child Care Program \$ 18,481.09
 - USDA Snack Program \$ 1,629.60
 - CDBG 1st Street Sewer Project \$ 41,725.20
 - E911 Expense \$ 645.73
- b. Received reimbursement funds the following grants:
 - USDA Snack Program \$ 1,629.60
- 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 was presented at the May 16th Budget Workshop. A preliminary draft of Departmental Operational Costs will be presented at the June 20th Budget Workshop.

2. FINANCE OPERATIONS:

Projects and Activities:

- a. 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 5/31/2016:** 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	293	\$ 1,618,588	2,334	\$ 11,698,654	4,100
ACH Payments	10	\$ 199,439	97	\$ 3,188,171	40
Payroll Checks Issued	3	\$ 591,191	22	\$ 7,428,299	25
Payroll Direct Deposits	261		2,895		5,340
Cashier Pmts Processed	1,868	\$ 1,374,721	14,707	\$ 16,880,032	21,400
Solid Waste Bills Issued	2,994	\$ 6,777	17,885	\$ 1,813,794	13,690
Initial Ambulance Invoices	233	\$ 162,910	2,140	\$ 1,426,317	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. The contractor has begun the installation of the wires and cameras.
- 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. IT has contacted one vendor who has agreed to allow us to evaluate the phones next week.

DEPARTMENT	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Technical Service Requests:			
Administration	13	82	-
Building	7	23	-
Finance	9	95	-
Planning & Engineering	5	36	-
Public Works	3	25	-
Public Safety/Fire Rescue	12	147	-
Leisure Services	11	120	-
Total Technical Service Requests	60	528	500
Computer Training Sessions Conducted	0	5	5
No. of Computer Training Attendees	0	22	20

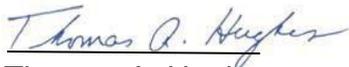
4. PURCHASING AND CONTRACTING:

Projects and Activities:

- a. 16-009 Jog Road Landscape and Irrigation – This Bid was advertised on Sunday, May 8, 2016. A Pre-Bid meeting was held on Wednesday, May 18, 2016. The Bid closed on Wednesday, June 8, 2016 with three proposals received. This item is currently under evaluation.
- 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. 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)
- 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)

- f. Training – The Purchasing Division participated in an OMB Super Circular Procurement Webinar. Many changes have taken place with Federal Funding and the City wanted to ensure that we were compliant with all the new requirements.
- g. Training – The Purchasing Division participated in additional training administered by FAPPO (Florida Association of Public Procurement Officers) in Orlando. Training focused on updates in Florida Statutes, Legal aspects of purchasing and contracting.

ACTIVITY	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Purchase Orders Issued	91	792	1,300
Purchase Order Amounts	\$ 179,268.72	\$ 14,232,254.02	\$ 9,000,000.00
Bids/RFPs Issued	1	14	9
Central Store Requests	5	59	100
Contracts Managed	28	28	28
Purchasing Card Purchases	\$ 16,861.28	\$ 131,702.85	\$ 180,000.00
Purchasing Card Transactions	144	1,472	2,000
No. of Training Sessions Conducted	0	4	3



Thomas A. Hughes
Director of Finance

TAH/rw