

CITY OF GREENACRES

INTEROFFICE MEMORANDUM 2016.07RW2.01

TO: Andrea McCue, City Manager
FROM: James McInnis, Acting Director of Finance
SUBJECT: Department of Finance Activity Report
DATE: July 11, 2016

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

1. AUDIT/BUDGET and FINANCE ADMINISTRATION:

Projects and Activities:

- a. Reimbursement requests were submitted for the following grants:
 - Family Central, afterschool program \$ 37,023.24
 - Firefighter Supplemental \$ 2,700.00
- b. FY 2017 Budget and TRIM: Develop a document that is professional in appearance with a high degree of accuracy for projected Revenues and Expenditures. Continually improving understandability, providing visual alignment to City Goals and continued refinements utilizing technology and 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 was presented at the June 20th Budget Workshop. City Council to set the millage rate and public hearing dates at the July 18th City Council Meeting.

2. FINANCE OPERATIONS:

Projects and Activities:

- a. Utility Billing Project: Implementation of New World Systems Utility Management module for billing of residential solid waste collection and allow for online payments by residents. **Period ending 6/30/2016:** 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	373	\$1,741,903	2,707	\$13,440,557	4,100
ACH Payments	14	\$291,777	111	\$3,479,947	40
Payroll Checks Issued	2	\$896,206	24	\$8,324,505	25
Payroll Direct Deposits	398		3,293		5,340
Cashier Pmts Processed	1,296	\$1,653,645	16,003	\$18,533,677	21,400
Solid Waste Bills Issued	2,517	\$6,302	20,402	\$1,820,095	13,690
Initial Ambulance Invoices	303	\$211,318	2,443	\$1,637,634	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 completed the wiring and will connect the cameras next.
- 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 is currently evaluating demo phones and the phone features such as voicemail, caller ID, call forwarding, call pickup and call transfer.

DEPARTMENT	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Technical Service Requests:			
Administration	19	101	-
Building	3	26	-
Finance	13	108	-
Planning & Engineering	7	43	-
Public Works	4	29	-
Public Safety/Fire Rescue	22	169	-
Leisure Services	15	135	-
Total Technical Service Requests	83	611	500
Computer Training Sessions Conducted	0	5	5
No. of Computer Training Attendees	0	22	20

4. PURCHASING AND CONTRACTING:

Projects and Activities:

- a. 17-001 Website Design, Development and Implementation – This RFP was advertised on June 12, 2016 and opens on July 12, 2016.
- b. 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. Orchidman Landscape Artisan, Corp was determined to be the lowest responsive and responsible proposal.
- 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)

ACTIVITY	CURRENT PERIOD	FY 2016 YTD	FY 2016 BUDGET
Purchase Orders Issued	90	882	1,300
Purchase Order Amounts	\$ 480,697.72	\$ 15,111,870.58	\$ 9,000,000.00
Bids/RFPs Issued	1	15	9
Central Store Requests	12	71	100
Contracts Managed	28	28	28
Purchasing Card Purchases	\$ 18,724.40	\$ 150,427.25	\$ 180,000.00
Purchasing Card Transactions	198	1,682	2,000
No. of Training Sessions Conducted	0	4	3

James McInnis
Acting Director of Finance

JM/rw