

CITY OF GREENACRES

INTEROFFICE MEMORANDUM 2016.08RW2.02

TO: Andrea McCue, City Manager
FROM: James McInnis, Acting Director of Finance
SUBJECT: Department of Finance Activity Report
DATE: August 8, 2016

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

1. AUDIT/BUDGET and FINANCE ADMINISTRATION:

Projects and Activities:

- a. Reimbursement requests were submitted for the following grants:
 - Family Central, afterschool program \$ 36,359.97
 - Firefighter Supplemental \$ 2,700.00
- b. Received reimbursement funds for the following grants:
 - Family Central, afterschool program \$ 36,359.97
- c. 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. **Period ending 7/31/2016:** City Council set the millage rate and public hearing dates at the July 18th City Council Meeting, and the required TRIM forms were mailed to the Property Appraiser and Tax Collector. The next item on the TRIM calendar is the advertisement of the second and final budget hearing in September together with the advertisement of the FY2017 Budget Summary.

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 7/31/2016:** Recurring credit cards and bank drafting automated payments were implemented in July 2016. Only remaining item is to work out issues with credit cards receipts for payments made at front counter.
- b. Integration of EMS Consultants' Prestige ambulance billing software with Fire Rescue's automated run tracking software SafetyPad. This integration will improve efficiencies in Finance Operations by automatically generating more than 250 monthly invoices for ambulance runs and eliminating the need to input each invoice manually. Cash flows will also be increased as invoices can be printed and mailed 7-14 days sooner than we are currently able. **Period ending 7/31/2016:** Schedule set to install Prestige billing software 8/15-17/2016, convert old billing data 8/17-19/2016, and train billing staff on new software week of 8/23-29/2016. After install, migration and training, we will begin manual billing on the new software. Integration with SafetyPad will be done in a time period up to 60 days after the install and training, after which time the billing will become fully automated.

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	270	\$1,500,098	2,977	\$14,940,655	4,100
ACH Payments	2	\$107,573	113	\$3,587,520	40
Payroll Checks Issued	1	\$616,914	25	\$8,941,419	25
Payroll Direct Deposits	272		3,565		5,340
Cashier Pmts Processed	898	\$1,888,424	16,901	\$20,422,102	21,400
Solid Waste Bills Issued	0	\$0	13,893	\$1,802,465	13,690
Initial Ambulance Invoices	150	\$103,868	2,593	\$1,741,502	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 is currently installing the cameras.
- b. LaserFiche – IT is researching how to protect the LaserFiche server from the Internet before publishing selected LaserFiche documents for public view. IT has completed setting up the access to the public, however, permissions on the files and folders still need to be tested.
- 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	7	108	-
Building	4	30	-
Finance	9	117	-
Planning & Engineering	2	45	-
Public Works	1	30	-
Public Safety/Fire Rescue	9	178	-
Leisure Services	9	144	-
Total Technical Service Requests	41	652	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 opened on July 12, 2016. Four (4) proposals were received and are under evaluation. A Selection Committee meeting is scheduled for August 10, 2016 to discuss and evaluate the proposals.

- b. 17-002 Professional Food & Beverage Vending Services – This RFP was advertised on July 17, 2016 and opens on August 17, 2016.
- 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	53	938	1,300
Purchase Order Amounts	\$ 131,116.74	\$ 15,664,567.53	\$ 9,000,000.00
Bids/RFPs Issued	1	16	9
Central Store Requests	10	81	100
Contracts Managed	28	28	28
Purchasing Card Purchases	\$ 18,144.31	\$ 168,571.56	\$ 180,000.00
Purchasing Card Transactions	170	1,881	2,000
No. of Training Sessions Conducted	0	4	3

James McInnis
Acting Director of Finance

JM/rw