

MANAGERS REPORT FOR OCTOBER 2015

FRDAP-A15052 Tot Lot

- ❖ Bids are in the process of being advertised
- ❖ Bid Deadline November 13th
- ❖ Anticipate review of bids and approve contract in December meeting
- ❖ Deadline for completion of project April 17th

Sewer Committee Meeting

- ❖ The Sewer committee met with Debbie Preble of Preble and Rish to discuss the Concerns and preferences in the development of the PER for sewer construction. Debbie will return in mid-November to bring back a draft of the PER for further consideration.
- ❖ All interested previous members and citizens were asked to present applications for appointment to the board. Member Bob Kayscki is the only member who's board status is up to date

Written Procedures

- ❖ Written procedures for the correct procedures for reading both electric and manual meter and the proper use of the hand held computer and reading wand are being developed. I have spoken with HD supply and we will be scheduling another training secession will be scheduled one was had several months ago but we have new staff and have developed a number of questions which can be answered. Written procedures for the quick book system and RVS will be developed including the proper procedure for the transfer of data from RVS to QuickBooks and the proper procedures for data entry of bills, bill payment allocation of costs, payroll and collection of receipts. Also proper protocol for the issuance of work orders, citizen complaints etc. This is a very large task and we will approach it in segments and compile those at the end.

Repair of Recreational facilities

- ❖ We have a lot of postponed repairs and maintenance at all of our parks, broken fences, broken or non-working lights, damages to pavilions, bad roofs, ball fields and playgrounds in need of repair and the list can go on. We do not have the funds to do everything this year but I am going to work on fixing the lights and securing electrical enclosures and getting quote for some of the more major projects.
- ❖ [Item]

FRDAP A-16069 Green Courts

- ❖ We will be contacting Mittauer to work with Jordan and Associates to develop a set of plans to present to FDEP for the grant along with all the necessary paperwork. It is my hope that we will be able to put this project to bid in the first quarter of next year.

Resolution 2015-6

- ❖ In March of this year the Commission directed management to contact the Department of Economic Opportunity to investigate the possibilities of a CDBG grant for the city. I recommend reestablishing the CDBG committee to meet with Lisa Baird to begin the discussions of what grants are available and which would provide the best opportunities for the city. We are too late for this year but we can get an early start on next year's cycle.

Comments on the nite owl program and decisions concerning Quickbooks and RVS

- ❖ Comments were made at last month's meeting claiming that due to the actions of two people 11 years of electric data were lost. When the consultant, Chip George suddenly died. The Nite Owl program was a proprietary program created by Mr. George it was a DOS based program created in the 1990s. It was a single package system meaning that both the water billing system and the general fund were combined in one program. Every month Mr. George would have to come into the city for 2 to three days to reconcile the books. Why did he have to do that? Because the program was DOS based and only he knew the coding to effect changes. He charged us around \$2000 to \$2500 a month for that service. When he was asked months prior to his passing what kind of back up customer service his company had in the event he was incapacitated he stated not to worry His wife was very familiar with the program and could fill in. When Chip passed away we found out that was not the case. In fact when I contacted his wife after his passing she stated that she knew nothing about the program but that they were trying to sell the rights to the program to another firm. By January 2011 by my communications with the principal of the other firm it became apparent that the acquisition was not going to take place. During this time without Mr. Georges monthly tweaking of the programs the accuracy in any of the reports were becoming more and more distorted. Mr. Jones Nor Mr. Mayberry at no time tried to access the code in the Nite Owl program for the very simple reason of we did not have the passcodes used by Mr. George to enter the system, those were contained on his personal lap top which we did not have access to. As I have stated without Mr. Georges monthly clean up the accuracy and quality of the data put out by the Nite Owl program became more and more suspect. In speaking with the City Auditor Mr. Powell it was recommended that the city procure the services of a CPA to help transfer and verify the data from Nite Owl to another system. In speaking with a number of CPAs and other small cities like Archer it was found that a number of them used a two part system one for utility billing and one for general bookkeeping. A number of cities were using QuickBooks Pro with Payroll and a third party billing system. The recommendation to the Commission to opt with QuickBooks system and RVS Was mine based upon my personal research. With the Commissions blessing we proceeded to purchase the software and procured the assistance to two CPAs to begin the data transfer. This proved to be a very difficult process as the data had become so corrupt in the Nite Owl system it had to be verified by receipts check stubs and payroll records. After many months the job was completed but it still required some extra time with our auditors at audit time. At no time was Mr Jones involved in

that process. As for the electronic data we have Nite Owl files going back to 2003 unfortunately the Nite Owl program will not work on any of our computers because of new operating systems and without Mr. George to make any necessary patches In effect the data is unattainable without Forensic code examination. But the data is not lost it exists in many many notebooks as all paper reports were saved. I hope this clarifies some of the issues brought up. As for the other items they happened after my previous tenure and as such I cannot speak to them.