



Department Source: Finance
To: City Council
From: City Manager & Staff
Council Meeting Date: October 19, 2020
Re: Monthly Finance Report to the City Council

Executive Summary

The Finance Department respectfully submits this report to update Council and augment your review of the financial information provided.

Discussion

The Finance Administration has continued to discuss CARES Act funding with County officials. To date, the following requests for reimbursement have been made on the City's behalf:

<u>Reimbursement Request</u>	<u>Amount</u>
PPE and Other Supplies	167,404.26
Health Department Personnel Expenses	2,011,466.71
Police Department Personnel Expenses	3,497,183.77
Fire Department Personnel Expenses	6,803,020.18
Health Supplies and Service Expenses	648,221.31
Small Business/Hotel Expense Programs	860,000.00
	<u>13,987,296.23</u>

Accounting

The accounting department has been working on the transition from FY20 to FY21. We are finishing up entries and processing payments from FY20, and getting things ready for processing FY21. Accounting is also working on getting a head start on Financial Audit information that will be requested. Accounting has also started working on ways to implement the recommendations from the performance audit.

Budget

From fiscal year 2020 forward, Finance will close all remaining purchase orders (PO) that are not tied to capital projects one week before the close of the year. If funding is still needed for the PO's that were closed out, the Budget department will create an amendment sheet to appropriate the funds in the new fiscal year.

Business Licensing

The Business License Division continues to receive and process business license renewal applications and payments for license year ending July 31, 2020. The number of new business license applications remains steady with 51 new applications received in September 2020.



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Purchasing

The Purchasing division is currently working on the following high priority RFP's that will be issued during the month of October:

Taxiway A: South of Runway 13-31 Design Services
Leslie Lane Sidewalk Project - MoDOT Joint Project
St. Charles Road Sidewalk Project
Refuse and Recycle Bags

The Purchasing Division is currently working on the following high priority projects that are in the evaluation process and/or contract negotiations are being conducted:

Banking and Merchant Services
Architectural Design Services for Fire Station #11
Cost of Service Study (Utilities)
Growth Impact Study
Solid Waste Route Management System,
Purchasing Card Services

For FY 2020, the Purchasing Division is working/awarded 169 total formal bid/contract events for the entire fiscal year. Currently for FY 2021, the Purchasing Division is working on 19 formal bid/contract events thus far. In FY 2019, 146 bid/contract events were conducted in the entire fiscal year.

Risk Management

Risk Management has completed the FY21 insurance renewals. Insurance market changes and losses incurred by the City resulted in a 23% increase in premiums, primarily in property and the package liability coverages. Additionally, the retention (amount paid by the City before the carriers provide coverage) have increased, potentially impacting the FY21 budgeted amount in the self-insurance fund.

We are exploring remote safety training options through the use of ProProfs - Training Maker. In person training sessions are being planned for multiple operations where social distancing is possible. For many operations, this means we will schedule multiple sessions for larger staff to accommodate the spacing necessary. We continue to work with City departments to address questions about safe work practices, including those associated with COVID 19. The Risk Manager is involved in insurance requirements for the construction at the Airport. We are also working with Legal and Purchasing to ensure consistent insurance requirements in contractual agreements.

Treasury

The last couple weeks of September, Treasury has been working to close up all FY20 deposit entries, as we move forward to FY21.

September 15, it was confirmed internally by the Utility Department that we would be moving forward with resuming utility disconnects with the intent of processing all disconnects between October 5-29, nearly 7000 customers at the time. We spent the last two weeks of



September preparing for the large influx of customers, which we saw the last week of September, a week earlier than anticipated. Though we continue to intermittently work on our open projects, which have been copied below from last month's report, the majority of our time, effort and resources have been spent on the conversation about utility disconnects and all other open projects have been paused.

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As a follow-up from last month, the Treasury Division opened a formal business project with the City's PMO office to explore system integration options for a more automated deposit entry process. The project will start with 4 City Divisions that utilize unique and custom software, and integrate the daily deposit process into Munis, thereby eliminating dual entry between systems.

Also in the works, the Treasury Division recently coordinated with Purchasing for two major department RFPs: one for Armored Car Services for the City and one for the City's Bank & Merchant Services providers. Those bid reviews are in process and will conclude soon.

As we close out the fiscal year, the Division has been working with Accounting to ensure a smooth and improved cash reconciliation process, and are working with the Finance Department leadership to develop cash receipt and entry policy for City-wide use.

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Financial Reports

Staff is working diligently with the City's financial software company to produce a monthly report for Council. We plan to have this new report ready by the 2nd council meeting in November.

Fiscal Impact

Short-Term Impact: N/A

Long-Term Impact: N/A

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Operational Excellence, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Secondary, Tertiary Impact: Tertiary



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Legislative History

Date	Action
08/17/2020	REP47-20 Monthly Finance Report

Suggested Council Action

Review memo and financial reports provided.