



Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: November 16, 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 worked with the performance auditing firm RubinBrown, and with the City's financial audit firm RSM, to attend both the Finance and Audit Committee meeting and the Water and Light Advisory Board meeting. Finance will continue to foster healthy working relationships with boards and commissions as needed, to create a transparent understanding of the financial structure and position of the City.

Accounting

The accounting department is working on wrapping up FY20 and closing out period 12 on November 16th. The financial audit will start the first full week of December, preparation for that is underway as well. Accounting also continues to work on implementing performance audit recommendations.

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 licenses issued for October 2020 was 43.

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 (Drafting Request for Qualifications)
- Leslie Lane Sidewalk Project - MoDOT Joint Project (Issued 11/6/20 - Closing 12/9/20)
- St. Charles Road Sidewalk Project (Issued 10/25/20 - Closing 11/11/20)
- Refuse and Recycle Bags (Issued 10/18/20 - Closing 11/10/20)

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 - Contract negotiations with selected vendor and Law Department - Agreement will go to City Council
- Architectural Design Services for Fire Station #11 - Negotiating Scope and Fees



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- Cost of Service Study (Utilities) - Contract negotiations with selected vendor and Law Department
- Growth Impact Study - Finalizing Evaluation
- Purchasing Card Services - Contract negotiations with selected vendor and Law Department - Purchasing Division on making changes to P-Card Policy Manual

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 44 formal bid/contract events thus far. In FY 2019, 146 bid/contract events were conducted in the entire fiscal year.

Risk Management

During FY20, Risk Management coordinated handling of 121 Workers' Compensation, 94 Auto/Fleet Accident and 52 General Liability & Property claims This was a slight decrease in the total number of reported claims from FY19. Risk Management, along with the Legal Department and Human Resources will be combining efforts to properly communicate and identify workman's compensation trends and hopefully identify additional training opportunities in areas that may need it.

Treasury

Treasury has been working closely with Utility Customer Service in the month of October to resume utility disconnections for nonpayment, with our first disconnect day occurring on November 2, 2020. In the process of announcing and organizing efforts to begin disconnects, our number of pending disconnect utility customers has reduced by over 2,000 customers with about 1,800 customers remaining, with about 6% of those being commercial accounts. Alongside those customers that have paid, those left to pay, the City has approximately 1,900 customers on a payment arrangement for their past due balance.

Treasury continuously works to market and engage customers with potential utility assistance programs, and heavily advocates for the new CARES ACT funding granted to CMCA, a special program designed for COVID-19 relief on Boone County (including City of Columbia) utility customers that meet income eligibility requirements. Applications are open now, and will continue until December 11. We are also coordinating with the Utility Department and the Health Department to begin engagement and marketing for the City's Assistance Programs: C.A.S.H. and H.E.L.P.

As a response to the Finance & Utilities Performance Audit, Treasury and Accounting worked together to develop a deposit/revenue batch posting policy to ensure timely and accurate accounting entries, and will be working with the various City Departments in the coming months on implementation and enforcement of this policy. A separate audit item was also completed in the initial draft and implementation timeline of a full Cash Flow Forecast. This is the first step towards forward planning cash management and will help the City make decisions that align with its fiscal policy and strategic planning objectives in the new fiscal year. The plan outlines the steps necessary to design a working model, as well as an ongoing timeline for future fiscal year reporting.

Finally, in the continued effort in making City payments easy to process and record, Treasury has coordinated with the Project Management Office to make headway on their open project to integrate various City POS systems with the City's financial ERP system, Munis.



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Recently, a workable template has been developed and is used by the Parking team to report revenue from Parking Gate Arms, and is being used to design an automated import by our Landfill team. This will partially or fully (in some cases) eliminate daily manual entry of deposit batches, and reduce the amount of manual entry errors dramatically.

Financial Report

Attached you will find the Cash Balance Update as of 10/30/20. The City increased its cash position around \$3.3 from the third quarter of FY20. This, in most part, is due to revenues remaining relatively flat and the City cutting expenses by 10% during the pandemic. As we move forward and present this data to council more regularly, Staff will identify trends and anomaly's that will better explain the fluctuations of cash.

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

Legislative History

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

Suggested Council Action

Review memo and financial reports provided.