



Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: January 19, 2021

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

Accounting

Accounting has started the process for calendar year end processing, as well as working to finishing up the year-end financials including W-2s and 1099s.

Business Licensing

The Business License Division issued 52 new business licenses in December 2020 which is a 100% increase over the number issued in December 2019.

Purchasing

The Business License Division issued 52 new business licenses in December 2020 which is a 100% increase over the number issued in December 2019.

Purchasing

The Purchasing Division is currently working on the following high priority RFP's/RFQ's that will be issued during the month of December:

- Taxiway A: South of Runway 13-31 Design Services (Request for Qualifications drafted and sent to FAA - Waiting on approval from FAA before issuance)
- Airport Business Planning and Consulting Services - RFP issued 1/6/2021 and responses due 1/28/2021
- Route K and Sinclair Road Roundabout - MoDOT Joint Project (MoDOT approved 1/4/2021 so working on finalizing to issue solicitation)
- Downtown Lighting Project - RFQ in draft stages
- Dell Products - RFP drafted and in review by NERC Team
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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:

- Leslie Lane Sidewalk Project - MoDOT Joint Project - Evaluating responses
- Banking and Merchant Services - Contract negotiations with selected vendor and Law Department - Agreement will go to City Council
- Cost of Service Study (Utilities) - Contract Is Being Executed (obtaining required internal signatures)



- Growth Impact Study - Contract is Being Executed (obtaining required internal signatures)

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Currently for FY 2021, the Purchasing Division is working/administered 82 formal bid/contract events thus far. In FY 2020, 170 formal bids/contract events were administered by the Purchasing Division for 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 worker's compensation trends and hopefully identify additional training opportunities in areas that may need it.

Treasury

The Treasury Management Division has completed two of three high-impact vendor services bidding requests: Maintenance on the Cashier Drive-thru System and Armored Car Money Courier Services, both of which are anticipated to be implemented in the next two months. The Third bidding request (Banking/Merchant Services) is anticipated to be completed this month. These bidding requests have presented the opportunity to review existing processes and vendor relationships and make improvements in both.

Additionally, December brought about a new banking bill pay relationship, which will help convert many customers that are experiencing manual payments to an electronic, automated daily payment feed.

As we look ahead to January, the division will be coordinating the implementation of two new projects for other divisions (unrelated): banking and financial procedures for Municipal Court's implementation of the Show-Me Courts system, as well as the process of becoming an additional retail location for the new City trash bags. The partnerships will help add additional depth to our inter-division/department relationships, as well as providing new experiences for citizens.

Financial Repot

Attached you will find unaudited year end financials taken from the Financial Management Information Supplement or FMIS.

Fiscal Impact

Short-Term Impact: N/A

Long-Term Impact: N/A

Strategic & Comprehensive Plan Impact



City of Columbia

701 East Broadway, Columbia, Missouri 65201

[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



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Legislative History

Date	Action
11/12/2020	REP74-20 Monthly Finance Report

Suggested Council Action

Review memo and financial reports provided.