



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: August 18, 2025

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

Budget

Completion of the FY 26 budget is underway.

The first introduction of the Budget to Council has been completed. There will be a Budget Town Hall on August 11th at both lunch and dinner. There will be public hearings on August 18th and September 2nd before voting on the adoption of the Budget on September 15th.

The vacant Budget Analyst position has been filled, and the new person will start on August 18th.

Business Licensing

Since our last update, the Business Services Division has remained focused on wrapping up 2026 business license renewals and preparing for broader reforms. As of August 7, **approximately 1,000 business licenses remain unrenewed**, despite the implementation of a one-time **Renewal Grace Period** through **August 15**.

Our team is now shifting into active compliance and data cleanup. We are reviewing each outstanding license to determine whether the business is still operating and subject to licensure. This outreach effort ensures that unlicensed businesses do not continue to operate and that the City's records reflect current business activity as accurately as possible.

To date, **approximately 80% of businesses have successfully renewed**, with the majority utilizing the new online renewal platform. This digital-first approach, supported by Council's December 2023 ordinance authorizing electronic delivery, has reduced paper processing, postage costs, and fulfillment time — allowing most businesses to download their licenses instantly upon issuance.

With renewal processing nearly complete, the division is now turning attention back to **long-term modernization efforts**. This includes expansion of our new public-facing **knowledge base** to reduce inquiry volume and improve customer access to licensing guidance, as well as **internal process mapping** to support future automation and system improvements.

While the restructuring of the business license fee framework is temporarily on hold pending engagement with a consultant, the groundwork continues to ensure the City is positioned to move forward once the external review begins.



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Economics

Sales tax reports are available on the City's Finance website for your review:

<https://app.powerbigov.us/view?r=eyJrIjoiaNzA4MmEyOTYtMDk5ZS00YzU0LTg1OTUzMjkxNmNiNTJhZGE4liwidCI6ImM5MzMwZTA2LTY4YTA+NDE3NC04NGE5LTl3MWlwZDVhODgxMiJ9>

July Sales Tax Table:

Category	Amount
General Fund Sales Tax	\$2,760,130
Transportation Sales Tax	\$1,367,707
Park Sales Tax	\$683,822
Capital Improvement Sales Tax	\$683,822
Public Improvement Sales Tax	\$56,329
Total Sales Tax	\$5,551,809
Use Tax	\$914,270
Marijuana Excise Tax	\$89,818

In FY2025, total year-to-date sales and use tax has risen by \$286,814.

The 2025 Community Trend Manual is released on August 8th, 2025.

Grants

Currently there are 66 active grants with a total of \$53,366,488.86 in awarded funding. During the month of July there were two competitive grant applications. An application was submitted for the Community Policing Development (CPD) Accreditation Program in the amount of \$161,329. An application was also submitted for the FY25 Safe Streets for All Grant.

Due to uncertainty with federal policies, most grant funding opportunities are still in flux.



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Purchasing

Formal Bids

- **FY24:**
 - **162** formal bids issued or in progress.
- **FY25:**
 - **104** formal bids issued thus far.
- **July 2025:**
 - **7** formal bids issued.
 - **4** formal bids closed — evaluation teams will be led by the Purchasing Division.

Purchase Orders

- **July 2025:**
 - **199** purchase orders issued.
 - **Total spend:** \$8,081,440.80

Pre-Qualified Consultant Contracts/POs

- **July 2025:**
 - **3** contracts/POs approved.
 - **Total spend:** \$37,100.00
- **FY24 Total:**
 - **57** contracts/POs approved.
 - **Total spend:** \$816,006.25

Formal Contracts/Notices of Award

- **July 2025:**
 - **12** formal contracts/notice of awards signed/executed.
- **FY24 Total:**
 - **137** formal contracts/notice of awards signed/executed.

Additional Responsibilities

- Administration of:
 - 335 multi-year and cooperative contracts.
 - Contract compliance tasks, change orders (via Munis), surplus property sales, purchasing card program, and more.



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Formal Bid/Proposal Work Load by Staff Member

- **Michelle Sorensen** – 11
- **Pat Doll** – 8
- **Cale Turner** – 8
- **Brittany Coleman** – 7
- **Hayley Hutton** – 7
- **Autumn Klauba** – 5

Special Program Application

- The Division has applied and interviewed for the Leading City Procurement Reform Program with Bloomberg Harvard.

Treasury

Payments - The PayIt (PayCoMo website) project is ongoing through this calendar year. The implementation for Permits & Licenses has been initiated with Late Summer/Early Fall 2025 anticipated go-live, and Treasury also coordinating with Utilities to revisit the transition/redirect of MyUtilityBill payments to PayCoMo in Fall/Early Winter. For commercial (vendor) payments, Treasury is reviewing disbursement automation options with our banking partners to potentially increase electronic payments and offer additional customer refund channels. We are finalizing the final PayIt (PayCoMo) Statement of Work to encapsulate all remaining small online City services, and will have work complete by the end of the calendar year. As time allows, we will begin to explore what the future of in-person payment aggregation and accessibility looks like, taking what we have learned from the online payments projects.

Cash & Investments - Treasury and Finance coordinated the purchase of \$21M in Investments in June, with an average yield of 4% for the month. The investment purchases for Pooled Cash will slow over the next couple of months, as Capital Improvement Project construction ramps up in the Summer. Also, the yield is expected to reduce as we move more of our investment strategy to the 1.5-3 year timeframe. Finally, the Treasury portion of the Clearwater Analytics implementation is complete, and Accounting will be looking for a September completion for FY26 software go-live.

Cashier - In June, the Cashier's Office processed about 3,500 Utility payments in City Hall; and about 50% of the in-person payments were in our Drive-thru. The office also processed about 8K mailed/night drop payments. The Treasury team continues to work through the Summer Rush months with Utility Customer Service.

Payroll

The Fire department was fully transitioned to paperless in July. Executime implementation has resumed. Training has been scheduled for the end of August for solid waste to transition to paperless with a go live date for October.

Utility Customer Service

For the month of July UCS received a total of 8849 calls, 3277 online move requests, and 2635 emails. Our phone call abandonment rate was 3.19%. We also had 555 in house interactions.



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Financial Report

Included in this financial report you will find the General Fund Quarterly Report for the 3rd quarter. We have also included the 2025 Community Trend Manual for your review.

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: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

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

Legislative History

Date	Action
05/19/2025	REP25-25Monthly Finance Report https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=7399900&GUID=DF0BC1BE-0211-4DF2-BD94-BCC731E46B6C&Options=ID Text Other &Search=monthly+finance+report
04/21/2025	REP23-25 Monthly Finance Report https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=7318570&GUID=4B98D949-0846-4E5B-90F0-E4083CA6E1AD&Options=ID Text Other &Search=monthly+finance+report
03/17/2025	REP16-25 Monthly Finance Report https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=7261655&GUID=419C4BC3-DD04-44DF-90C8-700AF305D679&Options=ID Text Other &Search=monthly+finance+report
02/17/2025	REP12-25 Monthly Finance Report https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=7138102&GUID=B62D202C-DAB4-4794-A878-470AB281E4F8&Options=ID Text Other &Search=monthly+finance+report

Suggested Council Action

Review memo and provided reports.