



Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: June 16, 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**

Departments have been requested to submit plans for 3% budget reductions for FY 25 due to lower than expected sales tax revenue for FY 25. Discussions are being had about whether to carry these cuts into FY 26. Various scenarios are being calculated.

Andy Wyatt - Grant Administrator - resigned from his position in May. The position will not be rehired at this time.

### **Business Licensing**

The 2026 business license renewal process is now live on CoMo.gov and reflects a meaningful step forward in the Business Services Division's ongoing modernization efforts. The new digital workflow is transparent, user-friendly, and takes most applicants only a few minutes to complete. By moving away from paper-based renewals (as the default), the Division is streamlining operations, reducing administrative workload, and improving the overall experience for local businesses. The process is supported by a growing set of public-facing knowledge base articles designed to guide applicants through key requirements and common questions.

Engagement with the Columbia Chamber of Commerce remains ongoing as we continue to consider a broader restructuring of the City's business license fee model. We believe we are approaching the transition from stakeholder dialogue to the early stages of developing policy to propose for the Council's consideration. As that shift occurs, we look forward to continued collaboration with the Chamber—and to expanding engagement across the wider business community and the public at large.

That next phase will focus on crafting a framework that is fair, transparent, and appropriately scaled to the wide range of business activity in Columbia. It will reflect both the City's regulatory responsibility and the shared obligation of businesses to contribute equitably to the general fund and the services that support economic vitality.

### **Economics**

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

<https://app.powerbigov.us/view?r=eyJrjoiNzA4MmEyOTYtMDk5ZS00YzU0LTg1OTUzMjkxNmNiNTJhZGE4liwidCI6ImM5MzMwZTA2LTU4YTAtNDE3NC04NGE5LTl3MwIwZDViODgxMiJ9>



*June Sales Tax Table:*

<b>Category</b>	<b>Amount</b>
General Fund Sales Tax	\$2,999,526
Transportation Sales Tax	\$1,468,615
Park Sales Tax	\$734,255
Capital Improvement Sales Tax	\$734,255
Public Improvement Sales Tax	\$61,215
<b>Total Sales Tax</b>	<b>\$5,997,866</b>
<b>Use Tax</b>	<b>\$903,483</b>
<b>Marijuana Excise Tax</b>	<b>\$135,956</b>

In FY2025, total year-to-date sales and use tax has risen by \$65,942.

**Grants**

Currently 64 Grants have been awarded for \$50,253,909.86. During the month of May there were no competitive grant applications. Due to uncertainty with federal policies, most grant funding opportunities are still in flux.

**Purchasing**

As of June 5, 2025, the Purchasing Division has issued or is working on one hundred sixty-two (162) formal bids for FY24 and eighty-two (82) formal bids thus far for FY25.

For the month of May 2025, the Purchasing Division issued seven (7) formal bids and had two (2) formal bids close to which the Purchasing Division will lead the evaluation teams on the various evaluations of those projects.

The Purchasing Division issued two hundred fourteen (214) purchase orders in the month of May 2025 at an amount of \$5,352,127.28.

The Purchasing Agent has approved five (5) pre-qualified consultant contracts/PO's with a total spend of \$93,000.00 for the month of May 2025. For FY24, the Purchasing Agent approved fifty-seven (57) pre-qualified consultant contracts/PO with a total spend of \$816,006.25.

The Purchasing Agent signed/executed thirteen (13) formal contracts/notice of awards in the month of May with various vendors for various products/services. For FY24 the Purchasing Agent signed/executed one hundred thirty-seven (137) formal contracts/notice of awards.



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

The Purchasing Division handles all processing of change orders in the Munis system, administering various contract compliance tasks for three hundred thirty-nine (339) multi-year contracts, cooperative contracts, selling of all surplus property, purchasing card administration, and many other various tasks on behalf of the City of Columbia.

Current Formal Bid Count Per Staff Member as of 6/5/2025: Pat Doll - 9; Autumn Klauba - 5; Michelle Sorensen - 10; Brittany Coleman - 8; Hayley Hutton - 7; Cale Turner - 9

NOTE: Pat Doll in the Purchasing division is currently handling the rebid of Employee Medical Benefits RFP. That RFP is scheduled to close on 6/19/2025. As of 6/5/25 the City has issued three addendums to the RFP.

## **Treasury**

Payments - The PayIt (PayCoMo website) parking ticket service launched on April 15, 2025. In less than 60 days, we have seen over 3,000 online payments. The contract for the integration software for Permits & Licenses has been initiated with Late Summer/Early Fall 2025 anticipated go-live, and we're 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 \$12.5M in Investments in May, with an average yield of 4.1% 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, Treasury and Accounting's involvement in the implementation of Clearwater Analytics is nearing completion, with month-end May entries to be delivered in June.

Cashier - In May, the Cashier's Office processed about 3,300 Utility payments in City Hall (a flat change from March; and a 17% decrease from July 2024); and about 51% of the in-person payments were in our Drive-thru. The office also processed about 8K mailed/night drop payments (a 14% decrease from March, and a 21% decrease from July 2024). We continue to slowly see an increase in residential foot traffic and dropbox, but the introduction of additional services is leading to a reduction in mail.

## **Payroll**

Executime implementation is still on hold until further testing with HR has been completed. Training with Tyler is scheduled for 6/16/2025 with hopes that implementation will resume shortly thereafter. An import file to upload employee time and attendance from Fire is scheduled for testing on the 6/27/2025 pay period with the 7/25/2025 pay period being import only and no further paper timesheets.

## **Utility Customer Service**

For the month of May UCS received a total of 7729 calls, 1435 online move requests, and 2128 emails. Our phone call abandonment rate was 4.86%. We also had 504 in house interactions.



## Financial Report

Attached you will find the [Popular Annual Financial Report](#) for fiscal year 2024, along with the fiscal year 2024 [Financial Trend Manual Report](#).

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

### Suggested Council Action

Review memo and provided reports.