



Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: December 21, 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

Accounting

The accounting department is currently working with RSM, the city's external auditing firm, on the FY 20 audit. This year's audit is being conducted virtually due to Covid-19 concerns. The audit started on December 7 and will continue until the first week in February. We are also finishing up the year-end financials and working to stay more current on FY21 entries.

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 in November 2020 was 28.

Purchasing

The Purchasing division is currently working on the following high priority RFP'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)
- Route K and Sinclair Road Roundabout - MoDOT Joint Project (At MoDOT for approval of RFQ)
- Leslie Lane Sidewalk Project - MoDOT Joint Project (RFQ responses due 12/9/2020)

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:

- Refuse and Recycle Bags - Evaluation completed and conditional award issued 12/1/2020 - Negotiating contracts with selected vendor
- 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
- Cost of Service Study (Utilities) - Contract negotiations with selected vendor and Law Department



- Growth Impact Study - Contract negotiations with selected vendor and Law Department

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

Treasury

In the month of November, Treasury worked through utility disconnections with Utility Customer Service. We coordinated with local utility assistance programs to help process pledges on customer accounts, and worked internally on processes related to those pledges, in an effort to simplify the process and make it easier for cashiers to process them for customers.

As the weather turns cold this Winter, utility disconnects will be paused, and Treasury will be using their time to work on other internal processes, seeking efforts for customer accessibility and automation to eliminate repetitive daily processes. For example, Treasury recently automated returned payment processing and reduced the 2-3 hour daily processing time down to less than 30 minutes. After a business process review with Advanced Utility Systems, we were able to identify several similar repetitive and manual processes that we can improve in the coming months.

Finally, on November 5, the Treasury Division tested and released a new City Utility payment option partnership with Walmart. A press release and social media posts were done to inform customers of the new payment option.

Looking ahead to December, Treasury will be working heavily on the completion of three high-impact vendor services bidding requests: Maintenance on the Cashier Drive-thru System, Armored Car Money Courier Services, and Banking/Merchant Services.

Financial Repot

Attached you will find the Quarterly report for the 4th quarter of fiscal year 2020.

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



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.