



Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: March 15, 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**

We are continuing to work on getting caught up with fiscal year 2021 entries and closing the books for November through February. We are also working with the budget division on proposed process changes for upcoming fiscal years, as well as other finance divisions on updating, revising, or creating new policies for financial aspects of the City.

### **Budget**

The FY22 budget preparation is underway. We have had 3 training sessions on the new budget process, and begun the forecast meetings with departments. Budget entry by departments will be open beginning March 8<sup>th</sup>, and meetings will begin shortly after. We continue our mission to analyze and evaluate all intergovernmental charges and potential changes for FY 22.

### **Business Licensing**

The Business License Division issued 49 new business licenses in February 2021 which is a 29% increase over the number issued in February 2020.

### **Purchasing**

Below is a list of the high priority RFP's/RFQ's that will be issued during the month of January:

- Street Lighting and Street Light Poles (Downtown)
- Marketing Services - Citywide
- Council Chambers AV Upgrade
- Police Building Camera Upgrades
- Rockbridge Park Improvement Project
- Tennis and Pickleball Complex at A. Perry Phillips Park - Closing 3/9/2021
- Dell Products - RFP drafted and in review by NERC Team

The following high priority projects are either in the evaluation process stage, and/or contract negotiations are being conducted:

- Airport Business Planning and Consulting Services - Evaluating Responses



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- Hinkson Street Trail - Walnut Street Improvements - Evaluating Responses
- Banking and Merchant Services - Contract negotiations with selected vendor and Law Department - Agreement will go to City Council
- Professional Surveying Services - Evaluating Responses
- Route K and Sinclair Road Roudabout - MoDOT Joint Project - Evaluating Responses
- 9th and Elm Pedestrian Scramble - Evaluating Responses
- Phillips Farm Road Extension, South Regional Park - Evaluating Responses
- Lenoir Street Improvements and CPWSD #1 Waterline Relocation Projects - Evaluating Responses
- Discovery Parkway Extension - MoDOT Joint Project - Evaluating Responses

For FY 21, the Purchasing Division is working on or administered 129 formal bid/contract events thus far. In FY 20, 170 formal bids/contract events were administered by the Purchasing Division for the entire fiscal year.

## **Risk Management**

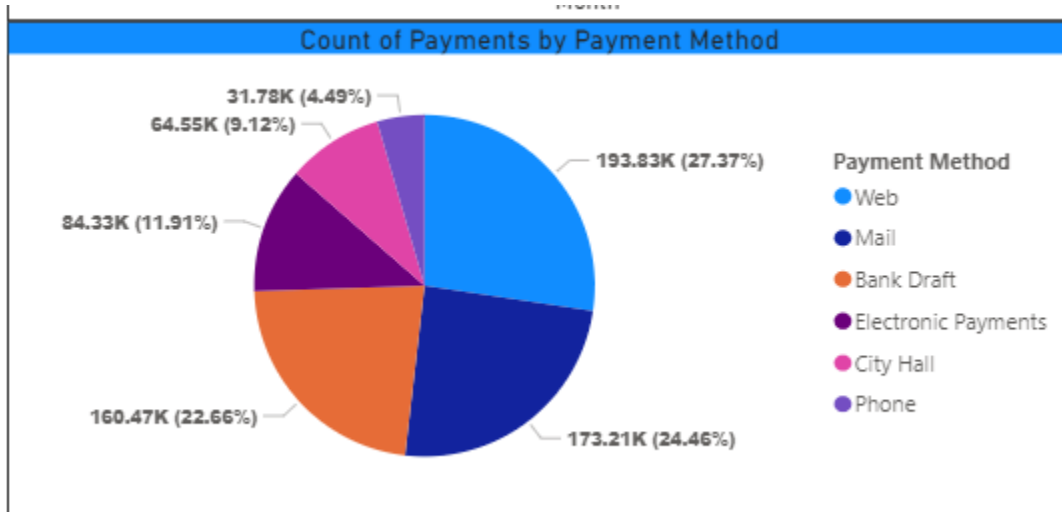
Our current focus has been working with City departments to identify and provide safety and other preventative measures to minimize claims. Training has been offered virtually. Claims continue to be handled for worker injuries/illnesses, vehicle accidents and incidents of City liability.

## **Treasury**

In February, Treasury helped the Municipal Court system launch their new clerk system (Show-Me Courts) as well as helped set up the Prosecutor's Office as cashiering clerks for non-court Traffic Tickets, formerly taken by Municipal Court. Through the process, a successful transition occurred, and several checklists and processes were developed to help new cashiering clerk set up be more efficient and easily repeated.

Ongoing for the next few months, the Treasury Management Division continues to work with the Purchasing Division to complete two high-impact vendor services bidding requests: Banking/Merchant Services and Armored Car Money Courier Services.

Finally, the division coordinated with IT to build analysis options for utility payments - which will eventually be replicated for other City payments - and launched a new utility payments dashboard at <https://www.como.gov/delinquent-city-utility-accounts/> (bottom of the page). We are using this analysis to help make data driven decisions about staffing and customer touch points.



## Financial Report

Attached you will find the Finance and Utilities Performance Audit Recommendation and Process Improvement Follow Up Report. We plan to present this report to council on a by-monthly basis, or as needed to update Council on project status.

### 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



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## Legislative History

Date	Action
2/15/2021	REP15-21 Monthly Finance Report

## Suggested Council Action

Review memo and financial reports provided.