



Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: June 21, 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 have filled our 2 vacant Senior Accountant positions and are working on training our new staff. We are continuing our in depth look at assets within the various departments of the city to make sure they are complete and accurate as well as an in depth look at grants. We also continue to work with the budget division on process changes they are proposing for upcoming fiscal years, and all other finance divisions on updating, revising, or creating new policies for financial aspects of the City.

### Budget

- The City Economist has completed the FY22 revenue forecasting for the General Fund and the Parking Fund.
- The FY22 budget meetings with departments and the City Manager concluded on June 11th.
- The calculation for intergovernmental charges in FY22 are complete. The Budget office will continue to redefine this calculation for a more accurate cost reflection in FY23.

### Purchasing

Below is a list of the high priority RFP's/RFQ's that are being worked on or will be issued during the month of May:

- Street Lighting - Closing 6/15/2021
- Marketing Services - Citywide - Still in RFP drafting stages
- Police Building Camera Upgrades - Finalizing RFP
- Rockbridge Park Improvement Project - Closing 6/18/2021
- Dell Products - RFP drafted and will be issued after final approval
- Records Management System (RMS) - Fire - Fire, PMO and Purchasing are working to finalize specifications
- Microsoft Products - Drafting RFP
- Document Electronic Signature Services - Received the need from the Departments, now drafting RFP
- Classification and Compensation Plan Review - Closing 6/21/2021
- Columbia Recycling & Waste Diversion Program Evaluation - RFP drafting stage



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

- Engineering/Design Services - Ash Street Improvements - RFP drafting stage
- Engineering Services - Road Safety Assessment (RSA) - RFP drafting stage
- Stephens Lake Parking Lot Remove and Replace - RFP drafting stage

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
- Professional Surveying Services - Evaluating Responses
- Street Light Poles - Evaluating Responses
- Downtown Street Lights - Evaluating Responses
- Albert Oakland Tennis to Pickleball Conversion - Evaluating Responses
- Installation of Aqueous Film Foam (AFFF) Testing System on Aircraft Rescue and Firefighting (ARFF) Truck at Airport - Evaluating Responses

For FY21, the Purchasing Division is working on or administered 187 formal bid/contract events thus far. In FY20, 170 formal bids/contract events were administered by the Purchasing Division for the entire fiscal year.

## **Risk Management**

Risk Management's 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.

The Division is working with Finance Director, Matthew Lue to identify loss prevention resources we can provide to decrease claims, primarily workers' compensation and vehicle, while escalating funding responsibilities for preventable accidents

## **Treasury**

May brought about the closure of the Banking/Merchant Services RFP process, and Commerce Bank was chosen as the City's new bank and merchant services provider. We will be coordinating with all City Departments where those two services make an impact to successfully transition them to the new banking processes within the next couple of months.

In between the banking implementation project work, we are working to identify efficiencies in software changes, and successfully moved the City Landfill to a daily payment import from their proprietary software (WasteWorks) to our City ERP (Munis); rather than a daily manual batch entry process.

We also finished our work on our utility payments dashboard and will be working with Leadership to use this data for data-based decision making about customer service and operations. The dashboard is publicly available on [como.gov](http://como.gov).

Staffing wise, the cashier's office has been working on filling a couple open positions, and recruiting recently has been challenging. We hope to work with Finance leadership and HR leadership to be an input into positive improvements in the recruiting and hiring process, as staff turnover is a normal part of our operations as entry level staff.



## Performance Audit Follow up Report

Attached you will find the quarterly update on the initial performance audit that was conducted in 2020. Since the last report two items have been completely resolved.

### 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
5/17/2021	REP38-21 Monthly Finance Report

### Suggested Council Action

Review memo and provided reports.