



Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: April 19, 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 now working on March entries and 6-month financial statements. We are currently conducting interviews for senior accountant and finance department interns. We have also started an in depth look at assets within the various departments of the city to make sure they are complete and accurate. 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

To date we have had 2 sets of training sessions on the new budget process. Our next step will be to discuss FY22 budget changes with Council in May, to get everyone comfortable with our new process.

Business Licensing

The Business License Division issued 61 new business licenses in March 2021 which is a 43% increase over the number issued in March 2020.

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 April:

- Street Light Poles - Closing 5/11/2021
- Street Lighting - Working on finalizing RFQ
- Downtown Street Lights - Closing 5/4/2021
- Marketing Services - Citywide - Still in RFP drafting stages
- Police Building Camera Upgrades - Finalizing RF
- Rockbridge Park Improvement Project - Finalizing RFP
- Albert Oakland Tennis to Pickleball Conversion - Closing 4/27/2021
- Dell Products - RFP drafted and in review by NERC Team
- Records Management System (RMS) - Fire - Fire, PMO and Purchasing are working to finalize specifications
- Microsoft Products - Drafting RFP



City of Columbia

701 East Broadway, Columbia, Missouri 65201

- Document Electronic Signature Services - Received the need from the Departments, now drafting RFP
- Installation of Aqueous Film Foam (AFFF) Testing System on Aircraft Rescue and Firefighting (ARFF) Truck at Airport - Closing 4/21/2021

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
- Banking and Merchant Services - Contract negotiations with selected vendor and Law Department - Agreement will go to City Council for Execution
- Professional Surveying Services - 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 - Waiting on MoDOT concurrence

For FY 21, the Purchasing Division is working on or administered 150 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

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

In March, the Cashier staff held its quarterly training meeting, as we prepared newer staff for Budget Billing settle-up, and the resuming utility disconnections.

The Division continued to work with IT on payment analysis and made some important updates to the payments dashboard. We are now digging into payments by type (Cash vs Check) to do analysis on customer payment locations as well as type.

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.



Financial Report

Attached you will find the first Popular Annual Financial Report (PAFR) produced by the City of Columbia. The purpose of the Popular Annual Financial Report is to communicate selected financial data to a broad audience, as well as convey the financial results of the City's operations to stakeholder's of the City that do not necessarily have a background in public finance.

This report has been presented to the Finance and Audit Advisory Committee, and the Water and Light Board.

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
2/15/2021	REP15-21 Monthly Finance Report

Suggested Council Action

Review memo and financial reports provided.