



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: December 19, 2022

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 FY2022 audit is officially underway with Allen, Gibbs & Houlik, L.C. (AGH) as we approach the end of the first week working with them. Accounting is compiling audit reports, reconciliations, and responses to their testing. Our team is also in the development and review phase with IGM Technology Corp. (Gravity), to streamline and automate our quarterly financial reports (FMIS), as well as our year-end financial report, the Annual Comprehensive Financial Report (ACFR).

Budget

The Budget team completed and submitted the documentation for the GFOA Budget Award. They continue to prepare for the FY24 Budget year by educating the departments on best practices. The annual budget calendar has been presented to the department heads. A Budget season kickoff meeting was held. The FY24 Budget files have all been updated. The Citizen Academy has been completed by Stacey Weidemann and the CMO office. The strategic plan and CAAP NDIs are due soon and these will be presented at the strategic plan retreat that is scheduled for February. The Budget office staff will be attending a GFOA training in early January to learn more about best practices and new ideas for budgeting.

Business Licensing

The Business License team is working with the IT Department to implement new workflow processes, which are intended to streamline internal operations as well as reduce confusion for online business license applicants. Armed and unarmed guard professional licenses, as well as medical marijuana licenses expire at the end of December, so the renewal process is in motion for those. Notices have just been sent to collect pool inspection fees on behalf of PHHS.

Economics

Economics division publishes the December sales and use tax reports on the City Finance website



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<https://app.powerbigov.us/view?r=eyJrIjoizGlyODk2ZWU+ODQzNS00YTUyVjVLTkxYzctNzA1ZDUxYmMzMdDhliwidCI6ImM5MzMwZTA2LTU4YTA+NDE3NC04NGE5LTI3MWIwZDViODgxMiJ9>

December total sales tax-related revenue is \$5.8 million which is 2.25% lower compare to the last year this month and General Fund portion is \$2.96 million. Total use tax in around 10% of the sales tax.

The team is working on several issues, including estimating additional entertainment Marijuana tax revenue forecast, and generating retail sales tables for ACFR .

Payroll

Our Payroll team has been working on conversion for our new time and attendance system, ExecuTime. We have had 4 successful pay periods in ExecuTime live for our exempt employees, with little to no issues. We have started testing for our hourly employees in our IT and Finance departments and will run our first parallel on the 12/16/2022 pay period with the anticipation for go live beginning 12/11/2022. The expected roll-out date had been pushed back for exempt and hourly employees to allow for successful parallels. We continue to work with exempt employees, supervisors and hourly employees to address issues they encounter as they are entering time in the live system.

Purchasing

As of 12/08/2022 the Purchasing Division has issued or is currently drafting fifty-one (51) formal bids for FY23. The Purchasing Division is evaluating or completing two hundred and thirty-six formal bids from FY22.

For the month of November 2022, the Purchasing Division issued twelve (12) formal bids and had ten (10) formal bids close to which the Purchasing Division will lead the evaluation teams on all of the various evaluations of those projects.

The Purchasing Division issued four hundred and seventy-four (474) purchase orders in the month of November 2022 at a dollar amount of \$10,037,073.84.

The Purchasing Agent signed/executed twenty-two (22) formal contracts/notice of awards with various vendors for various products/services in the month of November.

The Purchasing Division handles all processing of requisitions to purchase orders and change orders in the Munis system, administering various contract compliance tasks for three hundred twenty-nine (329) multi-year contracts, selling of all surplus property, purchasing card administration, and many other various tasks on behalf of the City of Columbia.

Risk Management

The Risk Management Division has finalized the renewal of the City's FY23 insurance coverage.



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We have begun Citywide safety training for FY23 including Back and Ergonomic Safety, Food Preparation Safety and Evacuation Preparedness. Our Safety Specialists are also updating the City facility's evacuation plans, which have not been updated since 2015.

In FY22, the Risk Management Division administered the following number of injury & accident claims, all billed through the City's self-insurance fund:

- 120 Workers' Compensation
- 44 General Liability
- 54 Auto Liability

We are continuing to work with all City operations to provide safety and preventative efforts aimed at protecting the City's assets including employees, property, vehicles and our vision of being the best place for everyone to live, work, learn and play.

Treasury

The Treasury Division has selected a candidate for the Treasury Support Supervisor role, and established a start date of 11/14/2022. November and December will be used for role definition and training as we work to train both the TSS and Assistant Treasurer in Cashier operations.

Treasury - PayIt's implementation for utility payments is ongoing, and we successfully received a test payment through the IVR (Phone) channel. As we work through the integration with MyUtilityBill, we have collectively agreed to extend the implementation through the end of October to allow adequate communication and marketing on changes that citizens will experience during the transition. We are approximating that about 65% of our utility customers will be affected by this change, but long-term, citizens will have more secure and city-wide accessibility to web and phone payments.

In December, we will be coordinating with IT for our first quarterly PCI compliance test, whereas previously this was done Annually.

Cashier - In November, the Cashier's Office processed about 3,750 payments in-person (a 6% decrease over October), with about 62% of them being in our Drive-thru (a 0.5% increase over October). The office also processed about 9,400 mailed payments, a 7% decrease from October - and our lowest historical month to date. Specifically in City Hall payments, we saw an 11.5% decrease in cash payments over October and a minimal decrease in September as well - alluding to us receiving more online and through bank drafting/autopay. Because our average cash receipts are still about 15% than they were last quarter, we are continuing to work internally to enhance written policies related to "Cash Only" utility accounts to ensure they align with strategic objectives and goals for the Cashier office operations.

Finance Report

Attached you will find the unaudited quarterly reports for FY22 fourth quarter, as well as the fiscal year comparison report for the General Fund.



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Original anticipated revenue for FY22 General Fund was \$109,305,823, currently our unaudited number is at \$112,050,108. Our original anticipated expenses for FY22 General Fund were \$109,338,666, and currently our unaudited expenses are at \$108,565,443.

Open Checkbook

The City's updated Open Checkbook website is now available for public use. The site can be found by selecting the "[Transparency, Maps & Records](#)" button on the home page of the City Website, and the clicking the "[Open Finance Portal](#)" page. The updated site includes up to date spending for Governmental Funds, Capital Funds, Utility Funds, Non-Utility Funds, and ARPA funds. There is the ability to drill down by function, department, category, subcategory, or by fund. You may also look at individual payments to vendors.

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
11/21/2022	REP97-22 Monthly Finance Report

Suggested Council Action

Review memo and provided reports.