



Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: February 21, 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

Budget

The Budget Office was awarded the GFOA award for Distinguished Budget Presentation for the 2021 Budget. This shows a continued acknowledgment of the great and professional work that the Budget Office completes. The Budget Office had the budget kick-off meeting on Thursday, February 10th. This was a way to disseminate changes and communicate the Budget Office's desire to have open communication about issues/changes/problems. The Budget Officer has set up "lab" times where budget staff will be available in the IT training room to help departments with their budget on a drop in basis but is also always available for one-on-ones. Other trainings have been established to help with other areas of the budget such as NDIs, Strategic Goals Measurement etc. The Budget Officer met with Eric Hempel to discuss how the Budget Office can assist with capturing the goals of the CAAP. This will continue to be a project. The ERP position was filled and the individual should be starting in a few weeks. This will be exceptionally helpful as the budget starts. The Budget Officer continues to meet with departments to hear their thoughts about the budget process. Communication, training and reporting continue to be the top priorities.

Payroll

Payroll has been working on conversion for our new time and attendance system, ExecuTime. The expected rollout date has been pushed back for hourly employees to allow time for testing of location code changes in Munis. W-2s and 1099s were mailed to recipients by January 31st; IRS submissions and required federal reporting were completed as well. All beginning of year changes have been updated and incorporated, such as state minimum wage increase, 457 limit changes, federal and state withholding tables, and social security wage limit. New 2022 federal and state W-4 forms have been uploaded to MyColumbiaMo.com for all employees.

Purchasing

As of 02/9/2022, the Purchasing Division has issued or is currently drafting one hundred (100) formal bids for FY22. The Purchasing Division completed or is currently finalizing two hundred and fifty-three formal bids for fiscal year 2021.



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For the month of January, the Purchasing Division issued ten (10) formal bids, issued three (3) formal addendums to previously issued 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 one hundred nineteen (119) purchase orders in the month of January 2022 at a dollar amount of \$3,819,994.38.

The Purchasing Agent signed/executed fourteen (14) formal contracts with various vendors for various services in the month of January.

In addition, we handle all processing of requisitions to purchase orders and change orders in the Munis system, administer various contract compliance tasks for 329 multi-year contracts, selling of all surplus property, purchasing card administration, and many other various tasks for the City of Columbia.

As of 2/9/2022, the Purchasing Division is down two Procurement Officer Positions.

Risk Management

The first month of 2022 resulted in the processing of 20 new claims, with ongoing handling of active claims and litigation.

Claim activity discussions with City departments regarding the first quarter have taken place. We are identifying loss trends in order to identify areas where safety training and efforts will be the most beneficial. Much of current training has been completed virtually, though we are beginning to move toward in person training.

During January, Risk Management has worked closely with IT to consider future cyber liability insurance programs, identify prevention efforts and formalize cyber event response protocols.

Treasury

We have completed the JDQ process, are continuing to cross-train staff, and examine current job duties in anticipation of the reorg of Treasury and Utility Cashiers. The upgrade to CIS is complete but we are still working on identifying and resolving issues related to the upgrade.

For the Cashiering section of Treasury, we have been cross-training staff in all cashier operations including electronic payments and vault operations.

Finance Reports

Attached you will find the preliminary fiscal year 2022 1st quarter report. Revenues for the 1st quarter are down slightly compared to last year, as well as compared to the budgeted amounts. This is due to the City receiving CARES Act funding from the county in December of 2020, as well as the assumption that the City would recognize a portion of the ARPA funding



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in the first quarter of 2022. Expenses for the first quarter are up, due to the General Fund funding of the fieldhouse expansion.

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
01/18/2022	REP8-22 Monthly Finance Report

Suggested Council Action

Review memo and provided reports.