

Department Source: Finance  
To: City Council  
From: City Manager & Staff  
Council Meeting Date: March 2, 2026  
Re: Monthly Finance Report  
Impacted Ward: Citywide

### 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 team has officially kicked off the FY 27 budget season. Departments have updated all Capital Improvement Project information in dotProject. All personnel requests and updates should have been submitted by departments to HR by January 20th, so the budget team is currently awaiting HR and City Manager decisions on any personnel changes.

Departments will be entering their FY 27 operating budget in OpenGov during February. The Budget team has scheduled several entry assistance labs in the IT training room throughout the month to help any departments with their budgets.

The budget team is revising payroll verification reports to standardize the review process for personnel pay. We have been collaborating with departments to gather feedback on formatting. This will promote continuity between departments.

Meganne Montesinos will be back in the office as our new Budget Officer in March.

#### **Business Licensing**

The Division is continuing internal preparation for the upcoming annual business and liquor license renewal cycle. While no major changes are planned for this year, staff are reviewing prior-year performance and identifying targeted opportunities to further improve communication, clarity, and applicant support ahead of renewal launch.

More detailed updates will be provided as renewal preparation advances and implementation begins.

### **Economics**

Sales tax reports are available on the City's Finance website for your review:

<https://app.powerbigov.us/view?r=eyJrIjoiNzA4MmEyOTYtMDk5ZS00YzU0LTg1OTUzMjkxNmNiNTJhZGE4IiwidCI6ImM5MzMwZTA2LTY4YTAtNDE3NC04NGE5LTI3MwIwZDViODgxMiJ9>

The February sales, use, and marijuana tax report:

<b>Category</b>	<b>Amount</b>
General Fund Sales Tax	\$2,835,043
Transportation Sales Tax	\$1,368,124
Park Sales Tax	\$683,791
Capital Improvement Sales Tax	\$683,791
<b>Total Sales Tax</b>	<b>\$5,570,750</b>
<b>Use Tax</b>	<b>\$1,133,550</b>
<b>Marijuana Excise Tax</b>	<b>\$198,834</b>

Sales Tax collections for February 2026 rose by 0.76% (\$41,765) compared to February 2025. Use Tax collections increased by 27.61% (\$245,251) during the same period. February 2026 Marijuana Tax collections hit a record high of \$198,834, up \$152,497 from the same month last year. Overall, total Sales and Use Tax collections for FY26 are up 3.18% year-over-year.

### **Grants**

Currently there are 67 active grants with a total of \$53,420,437.98 in awarded funding. All compliance documents have been provided for the annual single audit.

## **PURCHASING DIVISION**

### Formal Bids

- FY24: 166 formal bids processed/completed
- FY25: 121 formal bids issued with evaluation in process/finalized.
- FY26: 48 formal bids issued/being processed thus far.
- January 2026:
  - 14 formal bids issued.
  - 8 formal bids closed — evaluation teams are led by the Purchasing Division.

### **Purchase Orders**

- January 2026:
  - 224 purchase orders issued
  - Total Order Amount: \$5,363,639.24
- FY25 Totals:
  - 2,994 purchase orders issued
  - Total Order Amount: \$141,313,671.19
- FY24 Totals:
  - 3,060 purchase orders issued
  - Total Order Amount: \$176,857,443.69

### **Pre-Qualified Consultants (Architectural, Engineering and Land Surveying Services)**

- January 2026:
  - 1 approved
  - Total Amount: \$843.00
- FY25 Totals:
  - 55 approved
  - Total Amount: \$927,770.00
- FY24 Totals:
  - 57 approved
  - Total Amount: \$816,006.25

### **Formal Contracts/Notices of Award**

- January 2026:
  - 8 formal contracts/notice of awards signed/executed
- FY25 Totals:
  - 119 formal contracts/notice of awards signed/executed
- FY24 Totals:
  - 137 formal contracts/notice of awards signed/executed

### **Additional Responsibilities**

- Administration of: 338 multi-year and cooperative contracts
- Other Duties: Contract compliance tasks, change orders (via Munis), surplus property sales, purchasing card program, and more

### **Current Formal Bid/Proposal Work Load by Purchasing Division Staff Member**

- Michelle Sorensen – 12
- Pat Doll – 11
- Cale Turner – 14
- Brittany Coleman – 0 - Out until Mid-March
- Hayley Hutton – 10
- Autumn Klauba – 10

### **Treasury**

Cash & Investments - Treasury and Finance coordinated the purchase of \$19.4M in Pooled Cash Investments in December, with an average yield of 3.8% for the month. As of today, our total Pooled Cash Portfolio is \$534.5MM with 9.1% in overnight reserves and \$22.25MM maturing in the next 30 days.

Treasury will be collaborating with Commerce Capital Markets Group to present at the Missouri Government Finance Association's Winter Conference on Thursday 2/12 on the fundamentals of Municipal Investing.

Customer Payments - Treasury facilitated the transition of online checkouts utility payments on Monday, February 2 to PayIt (on the PayCoMo platform). PayIt is coming onsite in March to do a relationship review and roadmap 2026, since all major online payments websites that can have now successfully transitioned to PayIt.

Banking - No updates from last month: The Vendor selection process is complete for Accounts Payable virtual card payments. We anticipate to kick off a project in the Spring, and this is projected to earn the City approximately \$100,000 annually in payment rebates.

### **Payroll**

Executime implementation remains on schedule and progressing as planned. Current deployment includes Utility Engineering, Water Treatment Plant, Power Production, and Utility Communications & Outreach, with Sewer and Stormwater scheduled to begin implementation in late March. Full implementation is anticipated by the end of 2026.



**Utility Customer Service**

<b>January 2026 Utility Customer Services</b>	
<b>Programs:</b>	
Current # of accounts on the Fixed Income program	23
Current # of accounts on the Budget Billing program	3,123
Current # of accounts on the Medical Letter program	6
<b>Payment Agreements:</b>	
# of payment agreements created	1,563
<b>Utility Assistance:</b>	
# of utility pledges received from outside entities	429
\$ Amount of utility pledges received from outside entities	\$77,702.48
# of City of Columbia utility assistance pledges	65
\$ Amount of City of Columbia utility assistance	\$56,100.00
<b>My Utility Bill (MUB): website to view and pay utility bills</b>	
# of New My Utility Bill (MUB) registrations	987
<b>Ebills/Paper bills:</b>	
Current # of active utility accounts	68,692
Current # of accounts enrolled in eBill	17,441
Current # of accounts enrolled in eBill still receiving paper bill	3,855
Current # of accounts receiving eBill only	13,586
<b>Interactions</b>	
# of Phone Calls	6004
Abandonment Rate %	3.86%
# of Emails	1973
# of Online apps processed	769
# of In person inquiries	369

# of In person payments	1120
# of Drive thru payments	1636
# of Mail and Dropbox payments	7227
UCS Staff Vacancies	4

### Fiscal Impact

Short-Term Impact: Enter the cost of proposed legislation to the city for the next **two** years.

Long-Term Impact: Enter the cost of proposed legislation to the city for years **beyond two**.

### Strategic & Comprehensive Plan Impact

#### Strategic Plan Impacts:

Primary Impact: Organizational Excellence, Secondary Impact: Secondary, Tertiary Impact: Tertiary

#### Comprehensive Plan Impacts:

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

### Legislative History

Date	Action
Manually enter dates in this format: MM/DD/YYYY. Use hard returns to get to the next line of action entry.	Manually enter action items here. Use hard returns to space down to align with the corresponding date to the left. Order history from most recent to oldest.  For each Council action, significant procedural action by a Board/Commission and Interested Parties meeting, enter the action date and brief statement of the action with vote totals, if known. Include ALL information you feel is relevant to this item.

### Suggested Council Action

This report is for information only.