



701 East Broadway, Columbia, Missouri 65201

## Council Memo

Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: June 1, 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

#### **Accounting**

Accounts Payable is in development with Ancora and Laserfiche to automate their processes and workflows. This initiative aims to streamline the management of over 40,000 invoices processed annually. We are anticipating a go-live date early summer.

Accounting is also focused on enhancing our fixed asset management and reporting systems to ensure that all City departments are using consistent, accurate, and easily accessible information. This is a significant project that will require close collaboration across departments and a substantial time commitment from Accounting to be completed successfully. We will be leading our annual asset audit this spring to support this mission to keep our records up to date.

Finally, we continue to monitor and evaluate new GASB standards to determine implementation requirements and assess their potential impact on the City's financial reporting. Currently, we are reviewing GASB 103 "Financial Reporting Model Improvements" and GASB 104 "Disclosure of Certain Capital Assets", which will become effective in our current fiscal year.

#### **Budget**

The budget team is working on finalizing personnel numbers as well as calculating transfers and fees this month.

The budget department's next focus will be capital improvement projects (CIP) and starting the budget book.



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### **Business Licensing**

The Division continues to advance the annual business and liquor license renewal cycle, with strong progress on the liquor side and final preparations underway for the business license campaign.

As of May 18, 2026, **238 of 294 liquor licenses (approximately 81%) have been renewed.** Licenses expire June 30. Notably, this is the first renewal cycle administered entirely through the Civic Access self-service portal, eliminating paper-based workflows that previously required direct staff handling and consolidating submission, payment, and document intake into a single citizen-facing process.

Communications supporting the annual business license renewal campaign are in final development, with launch targeted for mid-May; City Code requires notifications be issued on or before June 1. As in prior years, the focus remains on clear, proactive communication and accessible support resources to encourage timely compliance and reduce the need for direct staff assistance.

Additional updates will be provided as renewal activities progress and the business license campaign is deployed.

### **Economics**

Sales tax reports are available on the City's Finance website for your review. The May sales, use, and marijuana tax report:

<b>Category</b>	<b>Amount</b>
General Fund Sales Tax	\$2,641,393
Transportation Sales Tax	\$1,224,711
Park Sales Tax	\$612,258
Capital Improvement Sales Tax	\$612,258
<b>Total Sales Tax</b>	<b>\$5,090,620</b>
<b>Use Tax</b>	<b>\$999,508</b>
<b>Marijuana Excise Tax</b>	<b>\$130,935</b>

Sales Tax collections for May 2026 rose by 6.89% (\$327,934) compared to the same month last year. However, the total year-to-date sales tax collections for FY 2026 are only up 2.68% (\$831,555). Use Tax collections for May 2026 increased by 22.90% (\$186,261) compared to May 2025; similarly, total year-to-date collections for FY 2026 are up 9.35% (\$517,771). May 2026 Marijuana Tax collections rose by an outstanding \$97,752 from the same month last year. Overall, total Sales and Use Tax collections for FY26 are up by 3.71% year-over-year.

## **Grants**

Currently, there are 67 active grants with a total of \$53,420,437.98 in awarded funding.

## **Purchasing Division**

*Purchasing Division Update – May 4, 2026*

### **Formal Bids:**

- April 2026:
  - 13 formal bids issued.
  - 13 formal bids closed — evaluation teams are led by the Purchasing Division.
- FY26: 77 formal bids issued/being processed thus far.
- FY25: 121 formal bids issued with evaluation in process/finalized.
- FY24: 166 formal bids processed/completed

### **Purchase Orders:**

- April 2026:
  - 216 purchase orders issued
  - Total Order Amount: \$8,672,182.83
- 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):**

- April 2026:
  - 10 approved
  - Total Amount: \$119,610.00
- FY25 Totals:
  - 55 approved
  - Total Amount: \$927,770.00
- FY24 Totals:
  - 57 approved

- o Total Amount: \$816,006.25

**Formal Contracts/Notices of Award:**

- April 2026:
  - o 15 formal contracts/notice of awards signed/executed
- FY25 Totals:
  - o 119 formal contracts/notice of awards signed/executed
- FY24 Totals:
  - o 137 formal contracts/notice of awards signed/executed

**Additional Responsibilities:**

- Administration of: 341 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:**

- Pat Doll – 9
- Autumn Klauba – 7
- Michelle Sorensen – 8
- Brittany Coleman - 5
- Hayley Hutton – 10
- Cale Turner – 15

**Treasury**

Cash & Investments - Treasury and Finance coordinated the purchase of \$17.3M in Pooled Cash Investments in April, with an average yield of 3.95% for the month. As of today, our total Pooled Cash Portfolio is \$522.5MM with 9.85% in overnight reserves and \$9MM maturing in the next 30 days.

Banking & Customer Payments - Annual PCI compliance certification was completed in May 2026, and our annual meeting with our operating bank and merchant services provider will be held on May 20, 2026. Additionally, the Treasury Management staff led the internal financial audit for the Parking Coin collection, and will be publishing a formal report in June to Council.

**Payroll**

Payroll operations continue to be processed accurately and on schedule, with staff focused on payroll accounting, compliance, and administrative functions. Current efforts remain centered on the implementation of Executime.

Executime implementation remains on track. Go-live for Sewer and Stormwater is scheduled for May 10, and Streets has begun implementation with its first parallel period starting May 10.



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Training and transition activities are ongoing to support a smooth rollout and improved timekeeping accuracy across departments.

Implementation is nearing completion, with Water Distribution, Electric Distribution, and Parks and Recreation remaining. Progress is also underway to transition CARE administrative staff to Executime and move CARE youth time entry into Munis.

**Utility Customer Service**

<b>April Utility Customer Service</b>	
<b>Programs:</b>	
Current # of accounts on the Fixed Income program	22
Current # of accounts on the Budget Billing program	3,082
Current # of accounts on the Medical Letter program	6
<b>Payment Agreements:</b>	
# of payment agreements created	1,887
<b>Utility Assistance:</b>	
# of utility pledges received from outside entities	533
\$ Amount of utility pledges received from outside entities	\$107,064.37
# of City of Columbia utility assistance pledges	0
\$ Amount of City of Columbia utility assistance	\$0.00
<b>Ebills/Paper bills:</b>	
Current # of active utility accounts	68,811
Current # of active customers	53,987
Current # of customers enrolled in eBill	12,214
Current # of customers enrolled in eBill still receiving paper bill	537
Current # of customers receiving eBill only	11,677
<b>Interactions</b>	
# of Phone Calls	7,829
Abandonment Rate %	3.95%
# of Emails	2,565



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# of Online apps processed	1,081
# of In person inquiries	330
# of In person payments	1,460
# of Drive thru payments	1,855
# of Mail and Dropbox payments	6,469
UCS Staff Vacancies	4

**Transfers Report**

According to Section 44 of the City Charter, intra-departmental transfers are made by the City Manager upon recommendation of a department head, and such transfers shall be reported to the City Council monthly.

April	Amount	From	To	Description
PHHS/Admin	\$95.93	11003010 500138	11003010 53538	Transfer from cell phone allowance to wireless communication account to finish out the rest of the FY
Utilities-Electric	\$5,000.00	17540549 501340	17540553 504820	The additional funds are needed to satisfy invoices for work done by INNO.
May				
Public Works	\$1,000.00	55606410 501100	55606410 502010	Covering the cost of 2 employees to attend the Midwest Parking & Mobility Association annual conference

**Financial Report**

Operating Cash saw a quarter to date (QTD) increase of 10%. The largest driver of this increase came from the General Fund which had a QTD increase of 23%. This was largely the result of property tax revenue that the bulk of which is remitted to the City every January.

Restricted Cash saw a QTD decrease of 7%. This decrease was mostly the result of the continued expenditures of ARPA funds, as well as transfers from transportation sales tax to various capital projects.

Capital Project Cash increased QTD by 2%. This increase was largely driven by the Airport, which received several transfers to fund upcoming capital improvement projects.

**Fiscal Impact**

Short-Term Impact: N/A  
 Long-Term Impact: N/A



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### Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

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

[Comprehensive Plan Impacts:](#)

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

### Legislative History

Date	Action
5/4/26	REP27-26 Monthly Finance Report

### Suggested Council Action

This is for informational purposes only.