



701 East Broadway, Columbia, Missouri 65201

Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: December 15, 2025

Re: Monthly Finance Report to the City Council

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

Finance is in the final stages of hiring a budget officer to replace Andrea Greer, who left the City in October, and a part-time financial analyst to replace Diane Walls who retires in January.

The FY 27 budget season will start ramping up in January with personnel requests due to HR, CIP consideration, and overall budget organization. The FY 27 budget instance in OpenGov has been created, FY 27 - 31 CIP budget instance is currently underway, and meetings have been scheduled with departments for the next year.

Budget 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.

Business Licensing

Since the last update, the Business Services Division has completed major improvements to two core licensing processes and is shifting attention toward compliance and communication goals for the new fiscal year.

License Process Modernization

- **Guard Licensing:**

The guard licensing process has been fully redesigned and launched. Updates include a modernized online application aligned with code requirements, removal of remaining paper components, clear applicant instructions in CSS and the Knowledge Base, and a documented internal workflow for staff. This represents the first complete end-to-end process redesign within the licensing program and will serve as a model for future modernization efforts.

- **Cannabis Licensing:**

The cannabis licensing process has undergone a similar redesign using the same structure and is scheduled to go live this week.

Fiscal Year Focus

With the start of the new fiscal year, the Division is prioritizing improvements to **voluntary and on-time license/permit renewal compliance rates**. Work is underway to support this goal through:

- Improved communication throughout the renewal cycle.
- Clearer, more accessible application and support resources.
- Continued process streamlining to reduce barriers to timely renewal.

Economics

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

<https://app.powerbigov.us/view?r=eyJrIjoiaNzA4MmEyOTYtMDk5ZS00YzU0LTg1OTUzMjkxNmNiNTJhZGE4IiwidCI6ImM5MzMwZTA2LTkyYTA1NDE3NC04NGE5LTl3MWIwZDVhODgxMiJ9>

The December sales, use, and marijuana tax report:

Category	Amount
General Fund Sales Tax	\$2,558,761
Transportation Sales Tax	\$1,259,810
Park Sales Tax	\$629,860
Capital Improvement Sales Tax	\$629,860
Public Improvement Sales Tax	\$52,220
Total Sales Tax	\$5,130,512
Use Tax	\$1,011,538
Marijuana Excise Tax	\$73,365

To begin FY26, total Sales Tax collections have decreased by 5.05% (-\$272,609) compared to December 2024. This is a concerning trend that the Economic Division will closely monitor. Use Tax and Marijuana Tax collections have increased by 48.58% (\$330,726) and 97.32% (\$36,184), respectively, from December 2024.

Grants

Currently there are 67 active grants with a total of \$53,420,437.98 in awarded funding. The grant administrator is working with accounting to prepare the Schedule of Expenditures of Federal Awards for FY2025 for the city's upcoming single audit.

Purchasing Division

Purchasing Division Update – December 4, 2025

Formal Bids

- FY24: 166 formal bids processed/completed
- FY25: 120 formal bids issued with evaluation in process/finalized.
- FY26: 30 formal bids issued/being processed thus far.
- November 2025:
 - 5 formal bids issued.
 - 6 formal bids closed — evaluation teams are led by the Purchasing Division.

Purchase Orders

- November 2025:
 - 365 purchase orders issued
 - Total Order Amount: \$8,158,883.05
- 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)

- November 2025:
 - 5 approved
 - Total Amount: \$111,700.00
- FY25 Totals:
 - 55 approved
 - Total Amount: \$927,770.00
- FY24 Totals:
 - 57 approved
 - Total Amount: \$816,006.25

Formal Contracts/Notices of Award

- November 2025:
 - 16 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: 335 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 – 9
- Pat Doll – 12
- Cale Turner – 16
- Brittany Coleman – 10
- Hayley Hutton – 7
- Autumn Klauba – 11

Special Program Application

In October, Matthew Lue, James McDonald, Pat Doll, and Cale Turner attended the week-long Leading City Procurement Reform Program hosted by Bloomberg Harvard in Boston, MA. This conference was generously funded by Bloomberg Harvard. The team has started implementing many of the new strategies learned during the program, continuing valuable networking opportunities with our coaches, instructors, and peers from fifteen other municipalities, and advancing the challenge project developed throughout the conference.

Treasury

Cash & Investments - Treasury and Finance coordinated the purchase of \$21.6M in Pooled Cash Investments in November, with an average yield of 3.6% for the month. As of today, our total Pooled Cash Portfolio is \$523MM with 9.1% in overnight reserves and \$14MM maturing in the next 30 days.

Banking & Payments - In November, the Cashier's Office processed about 2,400 Utility payments in City Hall; and about 57% of the in-person payments were in our Drive-thru. The office also processed about 6K mailed/night drop payments. These represent a 12-month low for all of these channels.

Our transition of *in-person (Lobby and Drive-Thru)* utility payments to the Utility Customer Service team was completed on November 24. We will spend the next couple of months transitioning the processing and service of mail and electronic payments.

Separately, our vendor response to the informal bidding exercise for vendor payment processing experienced additional delays and is nearing completion, and we expect to make a selection by the end of December. This is projected to earn the City approximately \$100,000 annually in payment rebates.

Payroll

Payroll currently has a vacancy; the position is scheduled to close on 12/5. Implementation of Executime will resume in January following a brief pause for clock installation.

Utility Customer Service

For the month of November UCS received a total of 5747 calls with an abandonment rate of 3.72%, 620 online move requests, and 1678 emails. We also had 314 in person inquiry interactions, 927 in person payments, 1426 drive thru payments and 6015 mail/drop box payments.

Financial Report

Attached you will find the General Fund Quarterly Report for the quarter ending September 30, 2025.

Fiscal Impact

Short-Term Impact: N/A

Long-Term Impact: N/A

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts: Primary Impact: Organizational 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
11/17/2025	REP56-25 Monthly Finance Report https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=7742759&GUID=B269E0AA-C487-4280-A5A2-602C2D8D5600&Options=ID Text &Search=Monthly+Finance+Report
10/20/2025	REP52-25 Monthly Finance Report https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=7705613&GUID=C29E40A8-98CC-4AA6-ADA7-E2A52661BE7F&Options=ID Text &Search=Monthly+Finance+Report

Suggested Council Action

Review memo and provided reports.