



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Finance

To: City Council

From: City Manager & Staff

Council Meeting Date: March 17, 2025

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**

Budget preparation has started for the FY26 fiscal year. Currently, Departments should have completed entering operating budgets and any new decision items that they would like considered. The Budget Office will begin reviewing these requests and comparing to actuals and average usage from the past few years. Any questions about expenses, will be discussed with the Departments before the City Manager meetings. The personnel budget is partially completed. Departments are reviewing add-on pays (allowances). Lelak Lyons is currently working with the Budget staff as a possible future move from the City Manager's office. Andrea finished chemotherapy this past Monday and should be back in the office more.

### **Business Licensing**

- The Business Services Office has kicked off planning for the annual business license renewal cycle. We are working with IT to advance our vision of developing a fully-online license application and renewal process. While we will not be able to fully realize this vision during this annual cycle, we are excited to make progress.
- Implementation of a new reporting process for monthly hotel-motel taxes is launching this month! This process will allow tax reporters to report directly into the tax software, thus speeding up their processing time considerably while eliminating nearly all of the manual work required in the current reporting process. This new reporting process is being trialed by hotels & motels for the purposes of the hotel-motel tax. The long-range plan is to transition all directly-collected taxes to this reporting system; including the tax on cigarette/tobacco wholesalers and potentially the public utilities license taxes.

### **Economics**

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

<https://app.powerbigov.us/view?r=eyJrIjoiaNzA4MmEyOTYtMDk5ZS00YzU0LTg1OTU0MjIxNmNiNTJhZGE4liwidCI6ImM5MzMwZTA2LTk5YTA0NDE3NC04NGE5LTl3MWIwZDViODgxMiJ9>



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## March Sales Tax Table:

Category	Amount
General Fund Sales Tax	\$2,383,816
Transportation Sales Tax	\$1,159,931
Park Sales Tax	\$579,896
Capital Improvement Sales Tax	\$579,896
Public Improvement Sales Tax	\$48,649
<b>Total Sales Tax</b>	<b>\$4,752,188</b>
<b>Use Tax</b>	<b>\$999,881</b>
<b>Marijuana Excise Tax</b>	<b>\$64,747</b>

Year-to-date, FY25 total sales and use tax has declined by \$369,473.

## Grants

Currently 60 Grants have been awarded for \$44,309,366. During the month of February there were no competitive grant applications. Due to uncertainty with federal policies.

- As of March 4th, 2025
  - Proposed/Submitted - 4 at \$5,224,681
  - Initial Funded - 2 at \$9,416,248
  - Current Active Funded - 60 at \$44,309,366

## Purchasing

As of March 4, 2025, the Purchasing Division has issued or is working on one hundred sixty-two (162) formal bids for FY24 and fifty-eight (58) formal bids thus far for FY25.

For the month of February 2025, the Purchasing Division issued twelve (12) formal bids and had seventeen (17) formal bids close to which the Purchasing Division will lead the evaluation teams on the various evaluations of those projects.

The Purchasing Division issued two hundred twenty (220) purchase orders in the month of February 2025 at an amount of \$10,681,372.31.



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The Purchasing Agent has approved four (4) pre-qualified consultant contracts/PO's with a total spend of \$36,600.00 for the month of February 2025. For FY24, the Purchasing Agent approved fifty-seven (57) pre-qualified consultant contracts/purchase orders with a total spend of \$816,006.25.

The Purchasing Agent signed/executed fourteen (14) formal contracts/notice of awards in the month of February with various vendors for various products/services. For FY24 the Purchasing Agent signed/executed one hundred thirty-seven (137) formal contracts/notice of awards.

The Purchasing Division handles all processing of change orders in the Munis system, administering various contract compliance tasks for three hundred thirty-two (332) multi-year contracts, selling of all surplus property, purchasing card administration, and many other various tasks on behalf of the City of Columbia.

Current Formal Bid Count Per Staff Member: Pat Doll - 9; Autumn Klauba - 6; Michelle Sorensen - 12; Brittany Coleman - 9; Hayley Hutton - 3; Cale Turner - 15

## **Treasury**

Payments - The PayIt (PayCoMo website) AutoPay transition for both Home Energy Loans and General Billing (retiree insurance, dumpster services, grants, and miscellaneous Finance invoices) is complete and our final report to Council has been published. Our project kickoff for Parking Citations was on January 17, and our current estimate is mid-late April for a go-live date. We are planning to begin discussions for the next project, Permits & Licenses soon, with a Fall 2025 go-live.

Cash & Investments - Treasury and Finance coordinated the purchase of \$18.1M in Investments in February, with an average yield of 4.2% for the month. Treasury continues to lead the implementation of Clearwater Analytics to provide automated investment entry into the City's system of record for more accurate financial reporting, investment portfolio management and compliance monitoring. Our implementation kicked off December 20, and is anticipated to run through May 2025.

No Changes in this section from Prior Month - unable to update due to technical issues - Cashier - In December, the Cashier's Office processed about 3,000 Utility payments in City Hall (a 12% increase from November; and a 7% decrease from March); and about 50% of the in-person payments were in our Drive-thru. The office also processed about 10.7K mailed/night drop payments (a 13% increase from November, and a 7% increase from April). We continue with our initial observation of a gradual increase in in-person/mail traffic. We are going to put some effort this summer into doing some more ongoing payment communication campaigns to continue awareness building of digital payment options for customers.

## **Utility Customer Service**

For the month of February UCS received a total of 6144 calls, 612 online move requests, and 2227 emails. Our phone call abandonment rate was 1.61%. Also, we had 522 in house interactions.

## **Financial Report**

Attached you will find an Expenditure Comparison Report that compares the expenses and workforce numbers for governmental activity from fiscal year 2019 through fiscal year 2024.



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## 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
02/17/2025	REP12-25 Monthly Finance Report <a href="https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=7138102&amp;GUID=B62D202C-DAB4-4794-A878-470AB281E4F8&amp;Options=ID Text Other &amp;Search=monthly+finance+report">https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=7138102&amp;GUID=B62D202C-DAB4-4794-A878-470AB281E4F8&amp;Options=ID Text Other &amp;Search=monthly+finance+report</a>
01/21/2025	REP8-25 Monthly Finance Report <a href="https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=7095443&amp;GUID=2B4F65E4-0613-4469-A3AB-A1EB700A3F28&amp;Options=ID Text Other &amp;Search=monthly+finance+report">https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=7095443&amp;GUID=2B4F65E4-0613-4469-A3AB-A1EB700A3F28&amp;Options=ID Text Other &amp;Search=monthly+finance+report</a>
12/16/2024	REP86-24 Monthly Finance Report <a href="https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=7051746&amp;GUID=D7CD9DB8-A0FA-44EB-8048-1E77702B0671&amp;Options=ID Text Other &amp;Search=monthly+finance+report">https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=7051746&amp;GUID=D7CD9DB8-A0FA-44EB-8048-1E77702B0671&amp;Options=ID Text Other &amp;Search=monthly+finance+report</a>
10/21/2024	REP70-24 Monthly Finance Report <a href="https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=6898195&amp;GUID=65D77791-E357-4A91-BA75-0B257D6285B0&amp;Options=ID Text Other &amp;Search=monthly+finance+report">https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=6898195&amp;GUID=65D77791-E357-4A91-BA75-0B257D6285B0&amp;Options=ID Text Other &amp;Search=monthly+finance+report</a>

## Suggested Council Action

Review memo and provided reports.