

City of Chipley

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TO: Mayor and Council
City Administrator

FROM: Patrice A. Tanner, Asst. City Administrator/City Clerk

DATE: March 7, 2024

SUBJECT: Finance Office Report – February 2024

For the month of February, the finance staff processed the following:

	<u>January</u>	<u>February</u>
Number of utility bills for the normal billing cycle	2,033	2,026
Number of new accounts opened during the month	27	26
Number of accounts closed during the month	13	24
Number of accounts transferred during the month	3	0
Credit Card Payments at Counter/By Phone	290	338
Credit Card/E-check Payments Online	371	374
Issued Work Orders	110	142
Issued Availability of Service Forms	3	2
Issued Business Tax Licenses	4	9
Purchase Orders Issued	123(\$64,180.79)	149(\$345,528.27)
Accounts Payable Checks Issued	126(\$265,440.06)	215(\$475,301.97)

The following information pertains to disconnection of customer services for non-payment:

Number of customers with delinquent accounts	424(01/17/24)	411(02/16/24)
Door knockers and telephone calls made to customers	71	67
Number of customers with delinquent accounts	145(02/01/24)	181(02/27/24)
Actual disconnection of services for the month	43	35

Disconnects began on February 28, 2024.

Other Information:

1. We are continuing to work on FY 2022-2023 audit.
2. We are working toward a Purchasing Card Program for city purchases. We have reached out to local banks to see if they offer a P-Card Program, and we are working with them to discuss their program offerings and see what will work best for the city. We are also working on a policy for the Purchasing Card Program that will, once complete be brought to the Council for approval. We plan to finalize and bring the policy for the Purchasing Card Program to the Council in April.
3. We have reached out to companies about kiosks and are researching further to see what will work best for the City. We want to make sure we choose the most beneficial kiosk for the city. The purchasing manual update with help to move this process forward more expediently. We plan to finalize and bring this before Council in April.

4. We are working on gathering information on a Performance Management Program which will allow for an annual employee performance evaluation in place of the current employee evaluation we have in place, which is outdated. Along with this performance management program we will prepare a scale with an appropriate minimum and maximum pay for each position. We have the program in place and are working on uploading employee information into the system as well as tweaking and finalizing the documents. This process takes 4 to 6 weeks, so we plan to utilize the program starting sometime toward the end of April. My plan is for Department Heads to have all evaluations completed by May/June timeframe.
5. We are working on gathering information about GPS Systems for our city vehicles. We are currently gathering all of the information we need from the departments in order to get a contract in place for approval in April.
6. We are continuing to work with Wheeler EMC, Inc. on Hurricane Michael, Hurricane Sally and ARPA funding paperwork. We hope to have Hurricane Sally closed out in the next few months.
7. We have a machine purchased and we are working on formatting preparations for the employee identification cards. We should have all employee ID cards issued by the end of April at the latest.
8. We are working with ADG on a work order program that will benefit us by allowing most work orders to be computer generated instead of handwritten, which will speed up the process as well as be more efficient. We plan to have this complete and ready to use by April.
9. We have been working with ADG on a backflow program that will benefit the City Hall and Public Works Departments in tracking annual backflow certifications. We plan to have this complete and ready to use by April.

Please let me know if you have any questions or if you need additional information.