

City of Chipley

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TO: Mayor and Council
City Administrator

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

DATE: May 8, 2024

SUBJECT: Finance Office Report – April 2024

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

	<u>March</u>	<u>April</u>
Number of utility bills for the normal billing cycle	2,017	2,022
Number of new accounts opened during the month	32	26
Number of accounts closed during the month	25	21
Number of accounts transferred during the month	3	7
Credit Card Payments at Counter/By Phone	372	299
Credit Card/E-check Payments Online	266	408
Issued Work Orders	105	148
Issued Availability of Service Forms	1	4
Issued Business Tax Licenses	9	4
Purchase Orders Issued	150(\$178,979.12)	142(\$109,219.47)
Accounts Payable Checks Issued	170(\$605,019.70)	207(\$471,167.00)

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

Number of customers with delinquent accounts	336(03/18/24)	364(04/17/24)
Door knockers and telephone calls made to customers	47	62
Number of customers with delinquent accounts	137(04/01/24)	125(04/30/24)
Actual disconnection of services for the month	48	30

Disconnects began on April 30, 2024.

Other Information:

1. We are continuing to work on FY 2022-2023 audit, which will be completed prior to June 30, 2024.
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 plan to finalize and bring the policy for the Purchasing Card Program to the Council in June and have the program in place and in use no later than July.
3. 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.
4. 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

have a few minor details to work-out on this program prior to going live in June.

5. 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 have a few minor items to finalize, and we should be going live with this program in June.

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