



FY 2025

Finance Department Year in Review

Director/Department Head	Shawn Cox
Staff: Accountant	Glori Rivas
Accounting Clerk	Penny Appleman
Accounts Receivable Clerk	Alison Jameison
Utility Billing Clerk	Vacant
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Services & Service Levels:

Bank Reconciliation	17 Accounts w/≈ \$25 - \$30 Million
Payroll	Processed within 3 days, every 2 weeks – 60 employees
Purchasing	2,289 payments processed (FY24), 1,105 (FY25)
Invoicing	Approximately 350 Project Accounts
Utility Billing	172 Active Water Accounts Billed Monthly (adding wastewater accounts in 2025)
Hotel Tax Administration	\$1.2 Million Collected in FY24, \$0.575 (FY25)
Budget and Tax Rate	Manage Budget Process for budget of \$10 Million (without \$20 Million WW project) by working through accounts, coordinating department and board budgets, develop and maintain budget calendar, assist with budget and tax notices, assist with TIRZ budget and projects, and manage versions of budget prior to adoption

Projects

- Wastewater Utility Billing Implementation
 - 2,500+ Wastewater Account Starting April
 - Council Approved a 2nd UB Clerk Position in FY25
- Series 2025 Debt Issuance
 - \$14,500,000 for City & TIRZ Projects
- Solid Waste Request For Proposal (RFP)
 - RFP Issued, 3 Responses, Anticipated Selection in April
- Purchasing Cards for Staff
- Mission Square (supplemental retirement-457 Internal Retirement Accounts for Staff)
- Payroll Software Implementation

Budget

Primarily salaries. We also set aside funds for accounting software. Provide consultants for debt issuance and TIRZ projects.