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MEMORANDUM

Finance Department

To: Mayor Jackola and City Council
Ron Whitlatch, City Manager

April 8, 2026

From: Brandon Neish, Finance Director

Subject: Department Report – March 2026

- Accounts Payable
 - Payments made in March 2026; 163 payments were processed for payments of \$1,163,099.52
 - January marked the first month the City used AvidXchange for the processing of invoices and payments. This is a new software procured by the City to enhance our processes and create efficiencies throughout the organization.
- Audit
 - The FY2025 audit kicked off September 2, 2025 with discussion over the engagement letters and staff assignments. City staff will be writing the annual report this year.
 - Final field audit occurred the week of November 3rd. Auditors are still reviewing documents submitted and requesting documentation to complete necessary reviews.
 - Staff absences impacted the department's ability to complete its necessary steps before December 31.
 - Pending items with the audit firm were confirmed and cleared at the end of March.
 - Estimated date for completed report is May 2026.
- Payroll
 - Payroll was processed on March 13th and March 27th for all employees. In total, 121 employees were paid.
- Utility Billing
 - 6,356 billing statements (including electronics) were mailed March 30th for a total of \$1,094,374.37 in utility revenue and \$185,788.83 in city service fee revenue.
 - On March 13th, 397 phone calls went out to notify customers they have a past due balance.
 - There was a total of 92 lockouts in March.
 - There was a total of 336 service requests in March: 51 move ins, 93 lock-offs, 4 re-read meters, 80 reconnects, 32 move outs, 12 leak checks, 26 changed meters, 25 turn ons, 1 turn off, 1 meter installation, 3 meter removals, no dead meters, no water quality checks, 1 pressure test, 3 emergency requests, no meter tests, no meter locates, and 4 miscellaneous request.

Utility Billing Data

	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Active Accounts	6,632	6,636	6,651	6,655	6,658	6,659	6,663	6,665	6,665	6,668	6,674	6,685	6,738
Penalty Applied	263	87	189	327	268	335	346	483	348	331	192	316	104
Lock Offs	100	138	105	57	83	95	85	76	96	N/A	144	81	92

Municipal Court Data

	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Charges Filed	166	159	200	178	217	188	204	245	141	185	309	169	124
Show Cause Issued	55	53	61	62	66	62	75	75	68	77	75	58	67
Licenses Suspensions Issued	47	50	35	49	32	56	34	73	45	43	30	44	44
Warrants Issued	145	180	205	168	201	213	175	216	159	125	179	166	183
Charges Disposed	162	174	187	200	136	213	200	292	180	175	241	278	218