



MEMORANDUM

Finance Department

TO: Mayor Jackola and City Council
Ron Whitlatch, Interim City Manager

FROM: Brandon Neish, Finance Director

RE: Department Report – July 2024

- Accounts Payable
 - Payments made in July 2024; 296 checks were processed for payments of \$1,434,002.43.
- Payroll
 - Payroll was processed on July 5th and July 19th for all employees. In total, 131 employees were paid during the month of July.
 - The following adjustments have processed since July 1, 2024 for payroll errors:
 - July 2024:
 - Employee had call back on the timecard that was missed on import into payroll. A manual check was completed on pay day (June 19th) for the missing call back hours.
 - Employee had overtime that was related to a contract provision. The time was placed on the timecard on June 30 but should have been listed on another date to ensure pay changes on July 1 were used for the OT calculation. The employee was paid for the additional rate of pay by a manual check.
- Audit
 - Staff completed the final field audit in November 2023 with a few items outstanding at time of auditors' departure.
 - Requested additional documentation was submitted by mid-December 2023.
 - Staff inquired with audit team in March regarding the status and availability to complete review.
 - Final drafts of financial statements were sent last full week of April for sign off.
 - Auditors completed review of financial statements on May 23, 2024. Staff is reviewing recommendations and making necessary changes.
 - A full financial report was completed June 24th for the first draft. The final report was produced on August 6th and is included in this City Council packet for Council approval.
- **Utility Billing:**
 - 6,296 billing statements (including electronics) were mailed July 29th for a total of \$1,259,733 in utility revenue.
 - 11 Owner Lien (past due) notification letters were mailed.
 - On July 12th, 374 phone calls went out to notify customers they have a past due balance.
 - There were a total of 136 lockouts in July.

- There was a total of 465 service requests in July: 68 move ins, 136 lock-offs, 11 re-read meters, 132 reconnects, 35 move outs, 12 leak checks, 4 changed meters, 30 turn ons, 4 turn offs, 23 meter installations, 2 meter removals, no dead meters, no water quality checks, 1 pressure test, no emergency requests, 1 meter test, no meter locates and 7 miscellaneous requests.

Utility Billing Data

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
Active Accounts	6,459	6,516	6,516	6,555	6,582	6,581	6,581	6,581	6,581	6,598	6,614	6,619	6,641
Penalty Applied	236	265	280	365	234	426	426	426	426	273	159	309	11
Lock Offs	74	0	100	73	114	N/A	107	77	135	71	118	77	136

Municipal Court Data

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
Charges Filed	102	137	166	109	180	102	241	95	132	158	235	148	210
Show Cause Issued	54	48	56	61	55	45	50	55	53	58	58	46	66
Licenses Suspensions Issued	20	38	32	30	20	47	39	51	38	38	52	33	52
Warrants Issued	160	231	203	150	169	141	174	202	164	108	205	166	160
Charges Disposed	137	141	123	121	92	170	163	196	117	122	177	161	177