



TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: JANUARY 20, 2026
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: FINANCE DEPT. NOVEMBER 2025 REPORT

CITY HALL/FINANCE DEPARTMENT UPDATE

- We are beginning to work on getting business license renewals ready for processing in December, this will be our first renewal process in the ERP Pro 10 software. We are working with the Accounts Receivable team at Tyler to make sure it goes over smoothly.
- I had another meeting with AP Automation at Tyler regarding their check processing service - essentially, they are able to take our outstanding payables and they will issue checks on our behalf and monitor when they clear and if we need to reissue. This is a service we will likely hold off from for the time being as we still adjust to the new system.
- Internal payroll processes are working well, supervisors are appreciative of the remote approval processes in place and online timesheets are flowing into the software properly as well. Switching from Paychex has been a positive experience for Sutter Creek so far.
- The online sewer payment website continues to gain users and more customers are signing up for autopay.
- The card reader in City Hall continues to work as intended now since the firmware change.
- I am assisting Pam to get acquainted with some of the HR and Risk Management aspects of the City Clerk position. We are happy to have her here and are excited to see what she can achieve for Sutter Creek.

ACCOUNTS PAYABLE ACTIVITY

In November 2025, 52 warrants were issued, totaling \$303,856.23. For comparison, in November 2024, all warrants totaled \$418,023.73.

ACCOUNTS RECEIVABLE ACTIVITY

In October 2025, we received:

- Transient Occupancy Tax (TOT):
 - In November 2025, we received \$33,254.88 for October short term rentals. For comparison, in November 2024, we received \$39,985.72.

- Building Permits:
 - In November 2025, we issued 5 building permits, totaling \$6,907.52. Compared to November 2024, we issued 10 permits and total revenue generated at that time was \$5,291.04. Mostly reroof work being done in November.

- Sewer Billing
 - Auto Pay Customers
 - We had 12 new autopay enrollments in November
 - Currently we are at 338 autopay customers

- Facility Rentals
 - In November 2025, we had the following:
 - 1 renter in the Auditorium, totaling \$1,150
 - We have a renter for the Auditorium that has been consistently hosting Jazzercise classes for many years and they are not reflected in these figures. I want these notes to reflect unique rental activity rather than regular classes
 - 5 renters in the Community Center, totaling \$1,565
 - 1 renter in the Historic Grammar School, totaling \$125
 - We have 3 renters in the Grammar School that have been long-term renters that host classes for yoga and dance. They are not included in these figures since they are always renting rooms in the Grammar School and are very consistent, and I want these notes to reflect unique rental activity rather than regular classes
 - 0 renters in the Snack Shack