



TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: OCTOBER 21, 2024
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: FINANCE DEPT. SEPTEMBER 2024 REPORT

CITY HALL/FINANCE DEPARTMENT UPDATE

- Fiscal Year 2023-24 audit progressing with Maze & Associates – the Interim List is complete, now working on the items of the Final List. The auditors are scheduled to return for a 2nd ‘visit’ on the week of November 11th. This is a normal practice from the auditors and we will go over the details of the Final List.
- Finance office staff, as well as Tom and Dan, attended an in-person demonstration of the Tyler Technologies ERP software on September 19th. The demonstration covered what the capabilities of the software are, and how it can implement into the operations of the city and consolidate multiple 3rd party services that the city uses into one main program.
- The Transparent California Employee Compensation Report was completed in late September. This report consolidates all employer-paid payroll and benefits data onto one report and is available to be viewed by the public at any time. All public agencies complete this report each year (cities, counties, school districts, etc).
- City Hall created a scarecrow to participate in the 1st Annual Sutter Creek Scarecrow Competition. We encourage everyone to walk around and appreciate all of the hard work and creativity of all of the participants. Our scarecrow is located in front of City Hall and can be voted for at the Visitor’s Center.
- The Amador Farmers Market is every Saturday starting at 8:30am – it goes through the end of October. This event is a big hit every weekend, and the vendors fill up the parking lot with all kinds of goods – produce, handcrafted décor, kitchenware, etc. If you haven’t checked it out yet this year, time is running out! Go check it out!

ACCOUNTS PAYABLE ACTIVITY

In September 2024, 71 warrants were issued, totaling \$432,703.79. For comparison, in September 2023, all warrants totaled \$289,590.43. Some key payments include a final retention payment for Eureka Road Overlay Project, progress payment for Oro Madre Way Overlay Project, a wire drum screen for the WWTP, and payment for our membership with ACRA as well as their lifeguard services for August 2024.

ACCOUNTS RECEIVABLE ACTIVITY

In September 2024, we have received:

- Transient Occupancy Tax (TOT):
 - In September 2024, we have received \$27,097.93 so far for August short term rentals. We are still expecting a large TOT payment from one property owner, so this total will increase, likely above \$30,000 for the month of August. In September 2023, we received \$24,335.17 in TOT payments for August 2023 rentals.
- Building Permits:
 - In September 2024, we issued 11 building permits, totaling \$10,260.92. Compared to September 2023, we issued 15 less permits and total revenue generated decreased by \$13,892.05. There was a new HVAC unit installed, as well as 4 reroofs, a solar installation, and a new water heater.
- Sewer Billing
 - Auto Pay Customers
 - Current Month: 375 (+2)
 - Prior Month: 373
 - E-Bill Customers
 - Current month: 223 (+3)
 - Prior Month: 220
- We helped enroll a customer in autopay and ebill at the counter this month – it was very smooth and the customer said that they would let their neighbors know how simple the process was.