



TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: FEBRUARY 18, 2025
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: FINANCE DEPT. JANUARY 2025 REPORT

CITY HALL/FINANCE DEPARTMENT UPDATE

- We are in full swing with Tyler implementation. Staff are taking trainings, both live and self-paced. Administration is attending orientation trainings to get familiar with navigating the software and basic functions. Tyler is reviewing data extracts out of MOMs and incorporating it into Tyler for testing. In February, we have many meetings going into more detail about our processes in the office, so we build Tyler in a way that accomplishes what we need to get done, but in a more efficient way.
- We are in the final phase of the audit for FY24. We continue to send documentation and answer questions. Periodically, we have online meetings with them to go over details in person.
- 1099's were mailed out to our vendors timely so they can file their taxes.
- We continued communications with iBank regarding potential financing for the wastewater treatment plant. A RFQ is being developed to generate bids from contractors for the eventual work.

ACCOUNTS PAYABLE ACTIVITY

In January 2025, 65 warrants were issued, totaling \$411,892.74. For comparison, in January 2025, all warrants totaled \$167,849.24.

We paid the 2nd quarter payment to ARSA based on the payment schedule that was provided. Our next payment will be in March. We also paid our quarterly Liability and Worker's Compensation premium payment.

We paid the Amador County Elections Office for their help with Measure P during elections season. It was more than we had budgeted for, but we are grateful for their assistance and for the measure passing. I would say the money spent here will be clearly worth it in the long run once we start seeing the revenue appear.

ACCOUNTS RECEIVABLE ACTIVITY

In January 2025, we received:

- Transient Occupancy Tax (TOT):
 - In January 2025, we received \$19,433.28 so far for December short term rentals. For comparison, in January 2024, we received \$13,527.63.
- Building Permits:
 - In January 2025, we issued 7 building permits, totaling \$4,978.41. Compared to January 2024, we issued 9 permits and total revenue generated at that time was \$3,480.76. We had an assortment of projects happening around town: HVAC, solar, windows, and a remodel.
- Sewer Billing
 - Auto Pay Customers
 - Current Month: 382 (-2)
 - Prior Month: 384
 - E-Bill Customers
 - Current month: 230 (-1)
 - Prior Month: 231