



---

**TO: TOM DUBOIS, CITY MANAGER**

**MEETING DATE: DECEMBER 1, 2025**

**FROM: MASON PETERS, FINANCE SUPERVISOR**

**SUBJECT: FINANCE DEPT. NOVEMBER 2025 REPORT**

---

---

**CITY HALL/FINANCE DEPARTMENT UPDATE**

---

- We processed our first late fees on any outstanding balances as of the beginning of November, and the process worked as intended. Sewer billing is back to its normal routine and we are enjoying the ease of use with the new utility billing system.
- We implemented the first phase of AP automation, and the approval paths and check printing processes are much smoother in this version of the Accounts Payable software than the previous version we started with. Both the AP approvers and the front office staff are finding this system to be simpler and more efficient while keeping the same security settings. We will move into Phase 2 in December.
- We are still identifying and learning about quirks in the online timesheet system, but it is working as intended most of the time. Any issues we encounter are typically simple to resolve.
- The online sewer payment website continues to gain users and more customers are signing up for autopay.
- We had a couple of audit agencies reach out with bids for auditing services for Sutter Creek - you will see the agreement we struck with LSL on this packet. They have a background of auditing other government agencies around this area, and we think they will be a good fit.
- I worked with the Merchant Services team at Tyler to resolve our credit card reader issues in City Hall - we updated the firmware on the device and it has been working flawlessly since. I will monitor it for the near future but otherwise it is working very well.
- I am assisting Pam 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 October 2025, 69 warrants were issued, totaling \$490,716.60. For comparison, in October 2024, all warrants totaled \$418,023.73. The major item this month in Accounts Payable included a progress payment for the Misc Sewer Collection System repairs to Soracco. We are expecting only one more payment to Soracco to complete the repairs.

---

## ACCOUNTS RECEIVABLE ACTIVITY

---

In October 2025, we received:

- Transient Occupancy Tax (TOT):
  - In October 2025, we received \$37,116.72 for September short term rentals. For comparison, in October 2024, we received \$34,680.91.
  
- Building Permits:
  - In October 2025, we issued 15 building permits, totaling \$9,007.00. Compared to October 2024, we issued 14 permits and total revenue generated at that time was \$68,392.66. Most of the work being done this month was re-roofs and water heaters.
  
- Sewer Billing
  - Auto Pay Customers
    - We had 15 new autopay enrollments in October
    - Currently we are at 325 autopay customers
  - E-Bill Customers
    - Current month: 217
    - Prior Month: 217
  
- Facility Rentals
  - In October 2025, we had the following:
    - 3 renters in the Auditorium, totaling \$3,285
      - 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
    - 3 renters in the Community Center, totaling \$860
    - 1 renter in the Historic Grammar School, totaling \$210

- 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