



TO: TOM DUBOIS, CITY MANAGER

MEETING DATE: OCTOBER 20, 2025

FROM: MASON PETERS, FINANCE SUPERVISOR

SUBJECT: FINANCE DEPT. SEPTEMBER 2025 REPORT

CITY HALL/FINANCE DEPARTMENT UPDATE

- Sewer billing process continues to work well, but we are still holding off on charging late fees due to the inability to pay with a checking account/eCheck. Some customers do not want to enroll in autopay with a card online, so we are implementing eCheck functionality on our bill pay website. The eCheck function was finally implemented in late September, so we decided to give the month of October to customers to enroll in that service. We will resume late fees in November.
- The payroll process is working well also, we submitted our cancellation notice to Paychex so we stop incurring those monthly fees.
- We are planning on setting up an AP Automation process that seems like it will speed up AP approvals and make them easier for staff to review and approve. We are in the very early stages of that implementation, I will provide more details as I learn more.
- Online timesheet submittals are fully implemented now and most staff are using it. There have been some hiccups but nothing catastrophic, and we are pushing for full adoption of the online timesheet system by the end of October.
- The online sewer payment website continues to gain users and more customers are signing up for autopay and ebill.
- Our audit RFP went out to agencies and we have had 3-4 firms reach out with interest, we will report back with any information following the bid portion.
- Our credit card reader in City Hall has been faulty since we got it back in July. Some of the issues were fixed early on but it continues to have glitches occasionally. I am pushing to get a replacement card reader very soon so these persistent issues get resolved.

ACCOUNTS PAYABLE ACTIVITY

In September 2025, 63 warrants were issued, totaling \$799,157.36. For comparison, in September 2024, all warrants totaled \$432,703.79. The major items this month in Accounts Payable included a progress payment for the Misc Sewer Collection System repairs to Soracco and our first quarterly payment to ARSA.

ACCOUNTS RECEIVABLE ACTIVITY

In September 2025, we received:

- Transient Occupancy Tax (TOT):
 - In September 2025, we received \$38,723.08 for August short term rentals. For comparison, in September 2024, we received \$32,853.05.
- Building Permits:
 - In September 2025, we issued 10 building permits, totaling \$19,319.76. Compared to September 2024, we issued 11 permits and total revenue generated at that time was \$10,260.92. The jump in permit revenue is due to a new duplex being built.
- Sewer Billing
 - Auto Pay Customers
 - Now that eCheck is set up on our bill pay website, we are having a small influx of customers enrolling in autopay this month and in October. We are still assisting customers at the counter with enrollment online if needed.
 - Currently we are at 302 autopay customers
 - E-Bill Customers
 - Current month: 217 (+2)
 - Prior Month: 215
- Facility Rentals
 - In September 2025, we had the following:
 - 1 renter in the Auditorium, totaling \$375
 - 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

- 4 renters in the Community Center, totaling \$835
- 1 renter in the Historic Grammar School, totaling \$70
 - 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
- 2 renters in the Snack Shack, totaling \$230