



TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: APRIL 21, 2025
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: FINANCE DEPT. MARCH 2025 REPORT

CITY HALL/FINANCE DEPARTMENT UPDATE

- I have been communicating with Paychex in regards to transferring payroll data from Paychex to the new Tyler ERP software, but have had little success. I will continue to work with them to find a solution and get our data transferred to the new software. Staff continues to do trainings periodically, and the new Chart of Accounts is nearly complete. We will get the final COA in April, and begin moving forward with the Financial setup in Tyler. Utility billing setup is underway and I am meeting with our implementation consultant regarding questions they may have while they are working on getting the system in place with our data.
- We are in the final phase of the audit for FY24. I am working with our partner and his staff to wrap up the last few questions.
- Brooke Wunschel, Account Clerk, was hired and has been undergoing training in our office to get up to speed and assist with Accounts Payable, sewer billing, TOT administration, as well as other tasks around the office.

ACCOUNTS PAYABLE ACTIVITY

In March 2025, 58 warrants were issued, totaling \$179,481. For comparison, in March 2024, all warrants totaled \$351,754. We paid our first implementation fees to Tyler Technologies for our ERP software development. We negotiated a deferred payment plan with Tyler to spread out the costs of the implementation to reduce the one time impact on our budget.

ACCOUNTS RECEIVABLE ACTIVITY

In March 2025, we received:

- Transient Occupancy Tax (TOT):
 - So far for March 2025, we have received \$8,575 for February short term rentals. For comparison, in February 2024, we received \$19,489.

- Building Permits:
 - In March 2025, we issued 14 building permits, totaling \$23,874. Compared to March 2024, we issued 14 permits and total revenue generated at that time was \$7,104. A new single family dwelling is being built, as well as reroofs, solar projects, and general electrical work.
- Sewer Billing
 - Auto Pay Customers
 - Current Month: 395 (+10)
 - Prior Month: 385
 - E-Bill Customers
 - Current month: 237 (+4)
 - Prior Month: 233