



TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: MARCH 17, 2025
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: FINANCE DEPT. FEBRUARY 2025 REPORT

CITY HALL/FINANCE DEPARTMENT UPDATE

- Staff are continuing to take necessary trainings for the new ERP software provided by Tyler Technologies. I have been in consistent meetings with implementation and programming staff at Tyler to go over more details regarding our sewer billing processes and how we will improve things once we move over to their software. We are doing a lot of work updating our Chart of Accounts to streamline internal coding for revenues, expenditures, etc. It will also make the reporting more succinct.
- 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.
- Mary Ann Solbrig retired on February 27th. She was a crucial member of our team and is greatly missed. We are currently interviewing to find a new Account Clerk for our office.

ACCOUNTS PAYABLE ACTIVITY

In January 2025, 61 warrants were issued, totaling \$163,930. For comparison, in February 2024, all warrants totaled \$362,519.

ACCOUNTS RECEIVABLE ACTIVITY

In January 2025, we received:

- Transient Occupancy Tax (TOT):
 - So far for February 2025, we have received \$6,071.81 for January short term rentals. For comparison, in February 2024, we received \$13,527.63.
- Building Permits:
 - In February 2025, we issued 8 building permits, totaling \$4,870. Compared to February 2024, we issued 11 permits and total revenue generated at that time was \$5,390. The projects completed were mostly HVAC installations.
- Sewer Billing
 - Auto Pay Customers

- Current Month: 385 (+3)
 - Prior Month: 382
- E-Bill Customers
 - Current month: 233 (+3)
 - Prior Month: 230