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**TO: TOM DUBOIS, CITY MANAGER**  
**MEETING DATE: JUNE 15, 2026**  
**FROM: MASON PETERS, FINANCE SUPERVISOR**  
**SUBJECT: FINANCE DEPT. JUNE 2026 REPORT**

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**CITY HALL/FINANCE DEPARTMENT UPDATE**

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- Our office is continuing to prepare for the 2026 Pool Season. We interviewed and onboarded lifeguards, got forms created and systems in place to make sure all paperwork and information is received by the necessary parties, and did trainings at the pool so lifeguard staff know the expectations and are familiar with the facility. The pool is scheduled to open on June 6. This has been an all-staff push to get the pool ready and we are doing our best to provide a great season to the public.
- The City held another successful event in May - Trash to Treasures! It was a big turnout and along with the weekly Farmers Market, it was a big success. The town was bustling and folks were really enjoying themselves. We have more events in town coming up soon like the Italian Picnic Parade. We are already receiving some applications for Fall 2026 events as well, so it looks like our event schedule will stay full for 2026!
- I am continuing to work with Schneider Electric and Ridgeline as we keep moving forward with strategizing for the wastewater plant funding campaign. We are compiling historical data and collaborating to estimate growth factors as we create a long term forecast for the growth of our wastewater enterprise funds.
- The Valley View Commons/Danco project really picked up steam in May as the developer was approaching their funding deadline. Our office did a lot of work preparing fees and validating building permit submissions up until the last day of the month to make sure they could acquire their funds for the project.
- Budget development also took a large portion of my time in May as we finally started acquiring the data necessary to make budget decisions and allocations. There are a lot of moving parts when it comes to knowing (as best as we can) what revenues and expenditures we can anticipate for the next fiscal year, and the moving parts change all the way up until final approval. We will continue to develop the budget through June.

## ACCOUNTS PAYABLE ACTIVITY

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In May 2026, 62 warrants were issued, totaling \$228,864. For comparison, in May 2025, all warrants totaled \$328,496.

## ACCOUNTS RECEIVABLE ACTIVITY

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In May 2026, we received:

- Building Permits:
  - In May 2026, we issued 9 building permits, totaling \$2,765. Compared to May 2025, we issued 11 permits and total revenue generated at that time was \$4,587. Some of the projects are a remodel, HVACs, and re-roofs.
  
- Facility Rentals
  - Auditorium - 2 renters, totalling \$1,115
  - Community Center - 0 renters
  - Historic Grammar School - 4 renters, totalling \$1,200
  - Snack Shack - 0 renters
  
- Sewer Billing
  - Auto Pay Customers
    - Currently we are at 378 autopay customers. We are seeing consistent enrollment in the system each month. We continue to encourage customers to sign up for this service to speed up cashiering and minimize late payment penalties.
  
- Transient Occupancy Tax
  - For payments received in May 2026 (for April rentals), we received \$27,124. For comparison, in May 2025 (for April 2025 rental activity), we received \$28,332.