



TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: JUNE 24, 2024
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: FINANCE DEPT. MAY 2024 REPORT

RECOMMENDATION:

Informational only.

BACKGROUND:

To provide information regarding the activities of the Finance Department for the month of May 2024.

DISCUSSION:

Accounts Receivable

- Nine building permits were issued for a total of \$9,780, an increase of \$414 from April 2024. Some highlights are 3 re-roof projects, an HVAC replacement, and an addition on an existing home.
- TOT collected for April 2024 is currently \$20,843. This is a decrease from March of approximately \$5,859. We are expecting one more large TOT payment for April, so this total will likely increase.
- Currently we have 361 Sewer customers enrolled in Auto Pay and 214 enrolled in E-Bill. The Finance Department is encouraging sewer customers to visit City Hall for assistance in enrolling.

Accounts Payables

- Total amount of warrant checks issued was \$768,006.83.

Misc.

- Trash to Treasures was on May 25th – it was a big success
- Farmer's Markets every Saturday through October 12th at the Violich Lot
- Christy Kafka (Account Clerk) is undergoing training for her new position
- Collaborating with Andy Heath, financial consultant
 - Budget development
- Jodi Arroyos (Deputy Finance Supervisor) – last day with Sutter Creek is June 28th
 - If you have a chance, come by the City Manager's office and wish her a happy retirement