



TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: AUGUST 18, 2025
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: FINANCE DEPT. JULY 2025 REPORT

CITY HALL/FINANCE DEPARTMENT UPDATE

- We ran our first Sewer Billing process in ERP Pro 10 and it went very smoothly. As usual during this time of year, our office got a lot of calls from residents who may not be keeping track of when rate increases occur, and they had concerns about why their bills went up so much.
- Payroll setup was in full force this month – I spent many hours with our implementation specialist setting up the internal systems for time tracking, leave types, pay types, setting up employees, setting up pay cycles, direct deposit, etc. This system should go live later in August, or potentially early September.
- We are setting up a system for digital timesheet submittals through ERP Pro 10, and it should roll out sometime in August. We will keep you posted on how that rollout goes.
- The online sewer payment site is up and running, and while there are a few hiccups we are working out, it works and looks much better than the last site we had from MOMs. We are working to get eCheck payment options available to folks ASAP. Currently, you are only able to pay using credit or debit card.
- We are now using ERP Pro 10 for business license generation – there was a bit of a miscommunication regarding when we needed that set up, but Tyler Technologies adjusted for us and made it happen.
- We are working on putting out an auditor RFP. It has been about 7 years since we last did a RFP for auditors, and it is best to shop around to make sure we are getting the best bang for our buck.

ACCOUNTS PAYABLE ACTIVITY

In July 2025, 64 warrants were issued, totaling \$173,539.56. For comparison, in July 2024, all warrants totaled \$212,836.84.

ACCOUNTS RECEIVABLE ACTIVITY

In July 2025, we received:

- Transient Occupancy Tax (TOT):
 - In July 2025, we have received \$10,645.22 for June short term rentals. For comparison, in July 2024, we received \$39,218.38. We are waiting for 2 of our bigger TOT payors to send payment, so the July 2025 figure should increase significantly.
- Building Permits:
 - In July 2025, we issued 9 building permits, totaling \$3,290.47. Compared to July 2024, we issued 11 permits and total revenue generated at that time was \$11,381.15. Lots of reroofs and HVAC installations.
- Sewer Billing
 - Auto Pay Customers
 - We have been having many residents come by and sign up for autopay. They are rightfully frustrated that their autopay was disabled, but we reassure them that we tried all communication channels to reach them for a couple of months prior to the conversion to minimize the surprise. We are helping folks set it up in City Hall if they struggle to do it at home.
 - E-Bill Customers
 - Current month: 211
 - Prior Month: 212 (+1)