



TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: SEPTEMBER 15, 2025
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: FINANCE DEPT. AUGUST 2025 REPORT

CITY HALL/FINANCE DEPARTMENT UPDATE

- Sewer billing process is working as we had hoped for, but due to the loss of all autopay customers, we continue to not charge late fees as residents set up their autopay service again. We did not want this transition to impact customers in a negative way and we continue to mitigate those impacts as we can. We have a lot of enrollment coming through and it is taking quite a bit of time, but we are happy to see people are paying attention and are asking questions.
- We finished the payroll setup in Tyler Technologies' ERP Pro 10 and we ran both payrolls in the new system this month, and it all went smoothly. We are incorporating some new processes as a result of this transition so I am learning and adapting as we go, but so far things are working well.
- We had a test run for digital timesheet submittals in the 2nd payroll run of August, and the testing went well. We learned some things from the testing and made changes, while most other things worked as intended. We will be fully rolling out the online timesheet submittal process in September, I will give an update on how that goes.
- The online sewer payment website is gaining more use as residents are becoming increasingly aware of our billing system transition. The eCheck option is still in the works, and will hopefully be rolled out in September.
- Tom and I met with the CDTFA and went over how to review Measure P reports that they send over to us, and the data we receive is very thorough and detailed. I will be bringing a Q1 update in October that will go into more detail about performance based on budget, but for FY25, we received much more revenue than we had originally budgeted for. Keep in mind, we only anticipated to receive Measure P funds starting in April 2025, so we only saw activity for Q4 of last fiscal year.

ACCOUNTS PAYABLE ACTIVITY

In August 2025, 45 warrants were issued, totaling \$660,287.69. For comparison, in August 2024, all warrants totaled \$656,998.37. The major items this month in Accounts Payable included a progress payment for the Misc Sewer Collection System repairs to Soracco and our annual property & general liability insurance premium payment through Central San Joaquin Valley Risk Management Authority. We also paid our first quarter of worker's compensation insurance premiums to CSJVRMA as well.

ACCOUNTS RECEIVABLE ACTIVITY

In August 2025, we received:

- Transient Occupancy Tax (TOT):
 - In August 2025, we have received \$27,887.31 for July short term rentals. For comparison, in August 2024, we received \$27,930.74.
- Building Permits:
 - In August 2025, we issued 9 building permits, totaling \$7,210.81. Compared to August 2024, we issued 11 permits and total revenue generated at that time was \$7,716.60. We saw a lot of reroof projects as well as a pool project.
- Sewer Billing
 - Auto Pay Customers
 - Customers are still coming into City Hall or calling in asking for assistance with enrolling in auto pay, we have had a lot of progress getting folks re-established. Once eCheck is set up on the bill pay website we will have another large influx of autopay cus
 - E-Bill Customers
 - Current month: 215
 - Prior Month: 211 (+4)
- Facility Rentals
 - In August 2025, we had the following:
 - 1 renter in the Auditorium, totaling \$2,285
 - We have a renter for the Auditorium that has been consistently hosting Jazzercise classes for many years and they are not reflected in these figures. I want these notes to reflect unique rental activity rather than regular classes
 - 3 renters in the Community Center, totaling \$1,830
 - 1 renter in the Historic Grammar School, totaling \$125
 - We have 3 renters in the Grammar School that have been long-term renters that host classes for yoga and dance. They are not included in these figures since they are always renting rooms in the Grammar School and are very consistent, and I want these notes to reflect unique rental activity rather than regular classes