



TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: MAY 18, 2026
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: FINANCE DEPT. MAY 2026 REPORT

CITY HALL/FINANCE DEPARTMENT UPDATE

- Our office is working full force in preparation for the sale of pool passes. Onboarding lifeguards, getting paperwork created, establishing processes for intake of forms and applications, among other preparations. The whole city staff is working to make sure this pool season goes smoothly.
- We finalized our implementation of AP Automation in mid-April. Tyler Technologies will reach out to vendors on our behalf, and if the vendor is interested, they can enroll in EFT payments instead of physical checks, which makes the payment process nearly instantaneous and less subject to the risk of fraud. This campaigning effort will hopefully speed up our payment process and ensure checks clear more timely.
- The City held some great events in April - the Days of 49 Wagon Train and the Duck Race! Both events were a success, and we are looking forward to the events season to continue strong over the next few months with the Farmers Market, Trash to Treasures, Italian Picnic Parade, and more!
- 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.
- I completed the Governmental Compensation in California report for 2025 this month - it is a state report that reports earnings for each position for a calendar year. I also completed our quarterly tax filings for payroll in April.
- We met with the Sierra Business Council to go over progress with the Entrepreneurship grant. We reviewed our grant budget and we discussed potential adjustments to best fit how we are utilizing the funds to encourage business growth and job opportunities within our community.

ACCOUNTS PAYABLE ACTIVITY

In April 2026, 79 warrants were issued, totaling \$230,098.19. For comparison, in April 2025, all warrants totaled \$317,358.21. Notably, we paid our 4th Quarter Workers Compensation payment to CSJVRMA and our annual property tax administration fees to the County.

ACCOUNTS RECEIVABLE ACTIVITY

In April 2026, we received:

- **Building Permits:**
 - In April 2026, we issued 8 building permits, totaling \$8,483.47. Compared to April 2025, we issued 15 permits and total revenue generated at that time was \$8,411.73. Some notable permits for April 2026 include a solar panel system installation, an ADU, and a pool.

- **Facility Rentals**
 - Auditorium - 3 renters, totalling \$1,615
 - Community Center - 3 renters, totalling \$555
 - Historic Grammar School - 5 renters, totalling \$1,312.50
 - Snack Shack - 0 renters

- **Sewer Billing**
 - Auto Pay Customers
 - Currently we are at 371 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 April 2026 (for March rentals), we received \$26,328.20. For comparison, in April 2025 (for March 2025 rental activity), we received \$27,536.39.