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**TO: TOM DUBOIS, CITY MANAGER**  
**MEETING DATE: DECEMBER 16, 2024**  
**FROM: MASON PETERS, FINANCE SUPERVISOR**  
**SUBJECT: FINANCE DEPT. NOVEMBER 2024 REPORT**

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### **CITY HALL/FINANCE DEPARTMENT UPDATE**

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- Staff is involved in weekly trainings with Tyler Software, going over operational procedures and what our goals are once we start constructing the system for our needs.
- Management is finalizing documentation for iBank to review and give a rough estimate for how much debt funding we are eligible for to upgrade the treatment plant.
- City Hall did not place in the top 3 for the Scarecrow Contest from October – we will be prepared to medal next year.
- Preliminarily, we expect for Measure P to pass after seeing voting results through the end of November. The results will not be finalized until early December. Once we receive the final results, we will begin working with CDTFA along with the City Attorney to get the proper paperwork filed to get the tax ready for implementation in Q4 of this fiscal year.

### **ACCOUNTS PAYABLE ACTIVITY**

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In November 2024, 65 warrants were issued, totaling \$418,023.73. For comparison, in November 2023, all warrants totaled \$275,684.94. There were some significant invoices this month: our quarterly payment to ARSA, quarterly payment for dispatch services, final retention payment to Dirt Dynasty for the work done on Oro Madre, annual renewal of our ParcelQuest service, emergency storm drain invoice from Shenandoah Excavating, and renewal of our Mobile MMS software service.

To provide some more clarity on what some of these software/programs do for our daily operations, I wanted to go over a few of the functions of each. ParcelQuest is an online service that allows staff to lookup parcel information around Sutter Creek, including APNs, zoning, owners of property, dates of sale, etc. We use it often to get information about new sewer customers and to answer questions involving the Planning & Building Departments.

Mobile MMS is a Geographic Information System (GIS) software that staff uses to track many forms of data around the city. Primarily, it is used to track sewer lines, trees, manholes, service requests, building permits, cemetery plots, and storm drains. It is a crucial way for City Hall and Public Works to stay in constant communication about issues around the city that need to be taken care of, from tree trimming to creek clearing. It is a repository of information that goes back many years and is used every day by staff.

### **ACCOUNTS RECEIVABLE ACTIVITY**

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In November 2024, we received:

- **Transient Occupancy Tax (TOT):**
  - In November 2024, we have received \$30,868.89 so far for October short term rentals. We are still expecting a large TOT payment from one property owner, so this total will increase. In November 2023, we received \$32,271.35 in TOT payments for October 2023 rentals. I strongly believe that we will surpass last year's TOT total for the month of October once that payment is received.
- **Building Permits:**
  - In November 2024, we issued 10 building permits, totaling \$5,291.04. Compared to November 2023, we issued 6 less permits and total revenue generated decreased by \$19,994.88. Most of the permits issued are for water heaters and solar installations.
- **Sewer Billing**
  - Auto Pay Customers
    - Current Month: 382 (+2)
    - Prior Month: 380
  - E-Bill Customers
    - Current month: 226 (+2)
    - Prior Month: 224
- We helped another resident enroll a customer in autopay in November. We will continue to push this service at the front counter as we are seeing consistent enrollment month to month.