



TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: SEPTEMBER 21, 2026
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: FINANCE DEPT. SEPTEMBER 2026 REPORT

CITY HALL/FINANCE DEPARTMENT UPDATE

- The audit is starting to wrap up, LSL is beginning to draft our Basic Financial Statements and I am working with them regarding any remaining questions that they may have as they work through their workbooks. Based on their timeline, we are expecting to bring the completed FY25 audit in October 2026. We already have the FY26 audit slotted to begin in January/February 2027, hoping to get us on track to do the FY27 audit around September/October 2027.
- I continue to work closely with Weatherby Reynolds, Ridgeline, Schneider Electric, and internal staff as we work towards a funding push in the next few months. The audit is a key piece that is needed when we go to submit for grants and loans, so that has been my main focus.
- Work began on Sutter Hill Road in August, and we paid Progress Payment #1 in this month. We are still finalizing the project and once it is confirmed as complete, we will pay out the final payment and retention.
- We are in contact with the developer for Bryson Cottages, they are working fast at getting the structures built in the phases they laid out at the beginning of the project. We are finalizing Release #2 and will collect fees based on those few building permits going out.

ACCOUNTS PAYABLE ACTIVITY

In August 2026, 62 warrants were issued, totaling \$453,881.60. For comparison, in August 2025, all warrants totaled \$660,287.69. As mentioned earlier, we paid Progress Payment #1 to Campbell Construction for the work done so far on Sutter Hill Road. We are still working on switching wastewater chemical vendors, but in the meantime we are watching Thatcher invoices

closely to make sure costs are being managed. Weber Ghio was high this month due to the prep work needed for Sutter Hill Road, as well as a couple of big projects happening around town.

ACCOUNTS RECEIVABLE ACTIVITY

In August 2026, we received:

- **Building Permits:**
 - In August 2026, we issued 13 building permits, totaling \$8,459. Compared to August 2025, we issued 9 permits and total revenue generated at that time was \$7,211. The bulk of this revenue was from a remodel permit we issued towards the end of the month.
- **Sewer Billing**
 - **Auto Pay Customers**
 - Currently we are at 397 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 August 2026 (for July rentals), we have received \$19,538. Last year, in August 2025, we received \$27,887.