



TO: TOM DUBOIS, CITY MANAGER
MEETING DATE: JANUARY 20, 2025
FROM: MASON PETERS, FINANCE SUPERVISOR
SUBJECT: FINANCE DEPT. DECEMBER 2024 REPORT

CITY HALL/FINANCE DEPARTMENT UPDATE

- The Tyler Software implementation is moving along – we are reviewing processes in the Finance office, setting up schedules for data extraction, reviewing data, and building the software. We started participating in online trainings to show us how the software will function on a basic level.
- Management team met with iBank to review a preliminary snapshot of financial information to get an idea of how much debt financing the City might be able to take on for the wastewater treatment plant. We continue to work with them on questions they have and provide additional data as requested.
- Work continues to be done for the FY24 Audit, we are providing documentation to the auditors to review and ask questions.
- Measure P passed officially as of December 3rd after ballot counting was completed and certified. Staff worked on paperwork requested by the State to continue the process of getting the tax set in place to begin April 1, 2025.

ACCOUNTS PAYABLE ACTIVITY

In December 2024, 60 warrants were issued, totaling \$170,019.63. For comparison, in December 2023, all warrants totaled \$178,948.22.

We renewed our annual wastewater discharge permits with the State Water Resources Control Board – one permit is for the wastewater treatment plant itself, and the other permit is for operating the collections system around the city. We also entered into a contract with James Britt, who will be converting our data from our legacy financial system (MOMs) to a compatible format to be imported into the new software with Tyler Technologies. He plays a crucial role in

getting our data over to Tyler accurately and timely; we are very appreciative of his time and expertise.

ACCOUNTS RECEIVABLE ACTIVITY

In December 2024, we received:

- Transient Occupancy Tax (TOT):
 - In December 2024, we received \$24,363.11 so far for November short term rentals. We are communicating with a local short-term rental owner who has been late on payments the last few months to see what is causing the delays for payments. We are still awaiting their TOT payment for November rentals, and their payment will likely push us over the \$30,000 mark for November TOT. For comparison, in November 2023, we received \$26,056.47 in TOT payments.
- Building Permits:
 - In December 2024, we issued 12 building permits, totaling \$5,146.07. Compared to December 2023, we issued 3 more permits and total revenue generated decreased by \$1,483.01. Most of the permits issued are for re-roofs.
- Sewer Billing
 - Auto Pay Customers
 - Current Month: 384 (+2)
 - Prior Month: 382
 - E-Bill Customers
 - Current month: 231 (+5)
 - Prior Month: 226
- We received a couple of large checks in the month of December – we received our first apportionment of property tax for \$358,421.45. Some of this amount is delinquent sewer payments, utility fee payments, and the vast majority is property tax. The other large check we received was reimbursement for Eureka Road from ACTC for \$309,596.15. This money will go back into the streets fund to refund a portion of what we spent on the project.