



329 Dodge Street

PO Box 557
Buffalo, IA 52728

buffalocityhall@mchsi.com

www.buffaloia.org

563.381.2226

February 2026 – City Hall Monthly Activity Summary

City Hall focused on audit support, software corrections, vendor cost-savings, and budget preparation throughout February. Several key operational items were fully completed, and staff capacity continued to improve as Judy advanced in her training and daily responsibilities.

Audit, Financial Administration, and Budget Work

- Completed all required documentation and responses for the annual audit.
- Resolved state-reporting and balancing issues in MuniBilling; corrected metering truncation errors with Van Wert support.
- Met with MuniCollections to review the State Offset Program and begin setup of the new collections process; updated contract is included in the council packet.
- Held multiple meetings to review the proposed maximum levy, deficit concerns, and FY27 budget structure.

Software Progress and Staff Development

- General office operations in the new software are functioning well, though full system utilization is still in progress.
- Judy now handles approximately 90% of payroll in Paychex and learned to process returned payments in Paya. We still need to get Department heads fully onboard and trained.
- Continued refining the remaining SOPs for payroll and monthly/quarterly reporting.
- With Judy's increased proficiency, more time is now available to focus on budget development and reconciliations, and Budget and Cash Balances.

Vendor and Cost-Saving Reviews

- Reviewed a new merchant services provider; proposed fees were higher than current rates, so no change is recommended.
- Met with Verizon and secured approximately \$100/month in savings on cell and laptop device plans.
- Currently demoing additional Verizon equipment to evaluate potential savings on internet and phone services.

Operational Issues and Resident Concerns

- Experienced intermittent Mediacom phone outages over two days; service was restored, though several resident complaints were received.
- Continued routine resident assistance and daily office operations.

Respectfully submitted,

Tanna Leonard