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**TO: TOM DUBOIS, CITY MANAGER**  
**MEETING DATE: JULY 21, 2025**  
**FROM: MASON PETERS, FINANCE SUPERVISOR**  
**SUBJECT: FINANCE DEPT. JUNE 2025 REPORT**

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**CITY HALL/FINANCE DEPARTMENT UPDATE**

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- Our office started using ERP Pro 10 for live, daily processes starting this month. As typical for most software conversions, there have been hiccups – accepting payments in office using the new software was not functioning properly so we continued to use MOMs cashiering software to process the payments, and we transferred data to the new system until the cashiering in the new system was up and running.
- Utility Billing setup was in full force this month – I spent many hours with our implementation specialist setting up the internal systems for how the billing is generated, processed, and printed. We also spent time getting the utility billing cashiering set up for in-office payments.
- Payroll implementation in the new system began the starting phase. I had intro meetings and was asked basic questions about what our current processes look like.
- Online bill payment implementation began towards the end of June, and the implementation process was much different than other ones I have done so far. We are actively working on getting that system functioning with echeck payment option. I'll provide an update on that once we get it established.
- We began setting up our Accounts Receivable module for Crestview Lighting next April, as well as for our Business Licenses.
- I attended the quarterly CSJVRMA meeting in Fresno on June 27<sup>th</sup>, there is an item from that meeting that requires council review and action. We also finalized the RMA's budget for FY26, and it was updated in our final budget review on June 30<sup>th</sup>.
- The final audit report came back clean at the last council meeting. We are considering putting out an RFP for new auditing firm since we have been with Maze for a few years now, and state guidelines ask for municipalities to shop around to make sure we are getting the best deal.

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## ACCOUNTS PAYABLE ACTIVITY

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In June 2025, 64 warrants were issued, totaling \$153,306.77. For comparison, in June 2024, all warrants totaled \$303,329.11.

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## ACCOUNTS RECEIVABLE ACTIVITY

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In June 2025, we received:

- Transient Occupancy Tax (TOT):
  - In June 2025, we have received \$30,192.60 for May short term rentals. For comparison, in June 2024, we received \$36,557.92.
- Building Permits:
  - In June 2025, we issued 14 building permits, totaling \$21,060.57. Compared to June 2024, we issued 13 permits and total revenue generated at that time was \$7,117.27. A new ADU is the biggest item, as well as a myriad of other building projects.
- Sewer Billing
  - Auto Pay Customers
    - This is reset as we switched over to the new Utility Billing system in late June. None of the autopay customers were able to be brought over out of an abundance of caution for credit card/bank account information between MOMs and Tyler. We are getting folks set back up and will provide updated figures when the dust settles.
  - E-Bill Customers
    - Current month: 2
    - Prior Month: 241