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**TO: TOM DUBOIS, CITY MANAGER**  
**MEETING DATE: MAY 19, 2025**  
**FROM: MASON PETERS, FINANCE SUPERVISOR**  
**SUBJECT: FINANCE DEPT. APRIL 2025 REPORT**

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**CITY HALL/FINANCE DEPARTMENT UPDATE**

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- The new ERP Pro 10 software conversion is reaching the testing point – we are setting up security roles in the software and finalizing the format of the new sewer bills. The new chart of accounts is nearly complete, just a few adjustments left, and it will be imported and tested in the new software. We are anticipating a launch date for the financial side of the software at the beginning of June, and a launch of the utility side of the software in July. Staff continues to train on the software, and I am having meetings often with our conversion experts as we get close to a go-live date.
- The audit is nearly complete, there is one last item to be taken care of and then we will be ready to present the reports.
- We are actively working on building the budget. We are getting requests from department heads on what they would like their budget to look like for next year and adjusting from there.
- Delinquent Sewer Bill notices went out, and we are getting some responses and payments. We will continue to receive payments on these until we have to transfer the remaining unpaid balances to the county to collect in tax roll.
- Crestview Lighting District invoices went out this month for FY25, we will see payments coming through for those through the end of the fiscal year as well.
- The annual Governmental Compensation in California report was completed and sent over to the State Controller's Office.
- The final COVID-19 SLFRF report was sent to the Treasury – we have obligated all funds for revenue loss based on the Final Rule they released last year.

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## ACCOUNTS PAYABLE ACTIVITY

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In April 2025, 71 warrants were issued, totaling \$531,943. For comparison, in April 2024, all warrants totaled \$238,381.85. There were big invoices this month – our quarterly invoice from ARSA, quarterly workers compensation invoice from CSJVRMA, park improvement invoices for the new walking path, water fountain, and other related upgrades, and a new truck for Public Works.

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## ACCOUNTS RECEIVABLE ACTIVITY

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In April 2025, we received:

- Transient Occupancy Tax (TOT):
  - In April 2025, we have received \$26,637 for March short term rentals. For comparison, in March 2024, we received \$26,702.
- Building Permits:
  - In April 2025, we issued 15 building permits, totaling \$8,412. Compared to April 2024, we issued 12 permits and total revenue generated at that time was \$9,366. HVAC, solar, and re-roof permits were the most abundant.
- Sewer Billing
  - Auto Pay Customers
    - Current Month: 396 (+1)
    - Prior Month: 395
  - E-Bill Customers
    - Current month: 241 (+4)
    - Prior Month: 237