



*City of Colusa*  
*Finance Department*  
*Monthly Staff Report – July 2025*

**Accounts Payable**

- Reviewed the Income and Expense statement for July 2025
- July 2025 Warrant Listing.
- 180 accounts payable checks processed.
- Staff training on AP functions cont'd

**Payroll**

- Prepare July salary allocation transfers.
- July regular Payroll and Strike Team Payroll
- Implement (3) regular salary step increases
- Implement (0) other Payroll Increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.

**Accounts Receivable**

- Provide continued utility billing customer support.
- 2,182 utility bills mailed.
- (3) Bad checks processed.
- 2,450 payments processed (utilities, bldg. permits, recreation and pool, encroachment, business license, State and County payments, and boat launch fees).
- Boat Launch and State Park Payments
- Mailed backflow Notice letter
- 39 Building Permits
- 164 Credit card Payments
- Addressed zoning questions, assisted the city Planner with questions and applications
- RecDesk Payment postings

**City Hall - Customer Services**

- 701 customers walk-ins.
- 142 utility late notices.
- 27 Water/Sewer shut off for non-payment.
- 13 open utility accounts & adjustments.
- 8 closed utility accounts.

- 504 received phone calls.
- 8 Event/marque and banner applications processed.
- State Park Reservation & Revenue
- 49 public works service requests
- Issued 23 New and 5 Revision Building Permits
- 3 Encroach Permit
- 2 Scout Cabin, 4 Pool Rental
- 1 Meter Changes
- Certificate of Occupancy
- Use Permit
- Business License transactions
- Fill in for the planning department as needed
- Assisted customers with flood plain/FEMA questions/requirements
- Organized, filed, and assisted customers with the building permits
- Assisted and processed new business licenses and renewal Licenses
- Karate, Thai Chi, Kick Boxing signups, Boat Launch Passes, DMV Pull Records, proofread the Rec Flyer, summer camp registration, and addressed other issues
- Clean and maintain the City Hall several times

#### **General Ledger**

- Various correspondence with staff.
- Review the Income and Expenses
- Bank reconciliation.
- Staff training on General Ledger

#### **Personnel - HR**

- Sick leave and vacation leave accrual monthly report update.
- July 2025 MidAmerica retiree health insurance distribution.
- Workers' Compensation claims cont. d.
- Cont'd migration of MOUs into Employee Handbook continued
- Review NCCSIF monthly Workers' Compensation & Liability Reports.
- Provide retirement information to retirees and Public Works.
- Employee Income Verification (1).

#### **Recreation Department**

- Thi-Chi (Adult class), Karate (Adult and Kids), and Jujitsu and summer camps are offered at the City Hall Auditorium
- Assisted with the Flyers for Recreational activities
- Updated program in What's Happening (monthly calendar)

- Assisted with the new recreation programs
- Registration and payment received and posted for the Recreation program
- Tyler Meetings for the implementation of Park & Rec. Modules (twice a week)

### **CDBG-HOME**

- Loan monitoring and correspondence.
- Extended HOME grant for one more year
- Close out Micro-Enterprise loans
- Devonshire apartments monitoring cont'd
- Home Loan compliance and reporting requirements
- Work on the process of closing the Micro-Enterprise loan grant and the quarterly report

### **Other**

- Permit Survey Report
- Street Sweeping invoice and reconciliation
- Review and evaluate the utility Reports
- Work with Corbin Willits on On-Line Bill Pay scheduled cont'd.
- Input in MOMs
- Attend HDL meeting
- Attended Claim Committee and Executive Committee Meetings
- Coordinated and submitted correspondence on several grants
- Public record requests cont'd
- Schedule appointments for the Building Inspector
- Follow up with the customers on plans and permits
- Correspond on several different grants
- Review the water past due account
- Back Flow Letters and Notices addressed customers' questions
- Helped customers with zoning, city loans, rec programs, and Historic Preservation
- Bulk Water applications
- Quarterly and Monthly Reports for the Finance Dept. and the building dept.
- Ongoing meetings with Tyler Technology
- Self-Paced Tyler Trainings
- Prop 64 invoicing, SRF grants invoicing

### **Odor Complaints**

Complaint period: July 2025

- (0) total complaints

- Mushroom Smell
- Cannabis smell
- Other

**Donations:**