



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

**Accounts Payable**

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

**Payroll**

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

**Accounts Receivable**

- Provide continued utility billing customer support.
- 2,177 utility bills mailed.
- (4) bad checks processed.
- 1739 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 letters
- 26 Building Permits
- 150 Credit card Payments
- Addressed zoning questions, assisted city Planner with questions and applications
- RecDesk Payment postings

**City Hall - Customer Services**

- 628 customers walk-ins.
- 190 utility late notices.
- 27 Water/Sewer shut off for non-payment.
- 4 open utility accounts & adjustments.
- 0 closed utility accounts.

- 390 received phone calls.
- 1 Events/marque and banner applications processed.
- State Park Reservation & Revenue
- 21 public works service requests
- Issued 23 New and 3 Revision Building Permits
- 1 Encroach Permit
- 2 Scout Cabin
- 24 Meter Changes
- Certificate of Occupancy
- Use Permit
- 12 Business License transactions
- Karate, and Thai Chi, Kick Boxing signups proofread Rec Book and address other issues

### **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.
- February 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 winter 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 T-Ball Registration
- 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 of Micro-Enterprise loans
- Devonshire apartments monitoring cont'd
- Home Loan compliance and reporting requirements
- Work in the process of closing the Micro-Enterprise loan grant

### **Other**

- Permit Survey Report
- Street Sweeping invoice and reconciliation
- Worked on quarterly reports
- Review and evaluate the utility Reports
- Processed LIHWAP program Payment and reporting
- 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
- Prop 64 invoicing, SRF grants invoicing

### **Odor Complaints**

Complaint period: February 2025

- (1) total complaints
- 1 Mushroom Smell
- Cannabis smell
- Other

### **Donations:**

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