



City of Colusa
Finance Department
Monthly Staff Report – June 2025

Accounts Payable

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

Payroll

- Prepare June salary allocation transfers.
- June regular Payroll and Strike Team Payroll
- Implement (0) 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.
- 2,178 utility bills mailed.
- (2) Bad checks processed.
- 1,803 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
- 19 Building Permits
- 154 Credit card Payments
- Addressed zoning questions, assisted the city Planner with questions and applications
- RecDesk Payment postings

City Hall - Customer Services

- 505 customers walk-ins.
- 135 utility late notices.
- 28 Water/Sewer shut off for non-payment.
- 5 open utility accounts & adjustments.
- 7 closed utility accounts.

- 505 received phone calls.
- 1 Event/marque and banner applications processed.
- State Park Reservation & Revenue
- 40 public works service requests
- Issued 19 New and 0 Revision Building Permits
- 3 Encroach Permit
- 6 Scout Cabin
- 1 Meter Changes
- Certificate of Occupancy
- Use Permit
- Business License transactions
- Karate, Thai Chi, Kick Boxing signups, boat launch passes, DMV Pull Records, proofread the Rec Flyer, summer camp registration, and addressed 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.
- June 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 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: June 2025

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

Donations: