



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

**Accounts Payable**

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

**Payroll**

- Prepare October salary allocation transfers.
- October regular Payroll and Strike Team Payroll
- Implement (4) regular salary increases
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.

**Accounts Receivable**

- Provide continued utility billing customer support.
- 2,176 utility bills mailed.
- (2) Bad checks processed.
- 1,728 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
- 18 Building Permits – 14 new, 4 revision 53 inspection
- 165 Credit card Payments
- Addressed zoning questions, assisted the city Planner with questions and applications
- Tyler Cash postings

**City Hall - Customer Services**

- 560 customers walk-ins.
- 171 utility late notices.
- 16 Water/Sewer shut off for non-payment.
- 7 open utility accounts & adjustments.
- 7 closed utility accounts.
- 430 received phone calls.

- 4 Event/marque and banner applications processed.
- State Park Reservation & Revenue
- 32 public works service requests
- 8 Encroach Permit
- 4 Scout Cabin, 2 paid, 2 Non-profit
- 15 Meter Changes
- Certificate of Occupancy
- Use Permit
- 24 Business License transactions
- Fill in for the planning department as needed
- 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, Basketball registration, Business Cards 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.
- October 2025 MidAmerica retiree health insurance distribution.
- Workers' Compensation claims cont. d.
- 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 others 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

## **CDBG-HOME**

- Loan monitoring and correspondence.
- Extended HOME grant for one more year
- 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
- 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: October 2025

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

**Donations:**

- \$85 from the Lions Club for recreation programs