



*City of Colusa*  
*Finance Department*  
*Monthly Staff Report – June 2023*

**Accounts Payable**

- Review Income and Expense statement for June 2023
- June 2023 Warrant Listing.
- 107 accounts payable checks processed.
- Staff training on AP functions cont'd

**Payroll**

- Prepare June salary allocation transfers.
- June regular payroll.
- Implement (2) regular salary step increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.

**Accounts Receivable**

- Provide continued utility billing customer support.
- 2,170 utility bills mailed.
- (3) bad checks processed.
- 1,728 cash 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
- 24 Building Permits
- 99 Credit card Payments
- Planning application processed

**City Hall - Customer Services**

- 566 customers walk-ins.
- 135 utility late notices.
- 29 Water/Sewer shut off for non-payment.
- 13 open utility accounts & adjustments.
- 12 closed utility accounts.
- 700 received phone calls.

- 2 Events/marque and banner applications processed.
- 1 State Park Reservation & Revenue
- 60 public works service requests
- Issued 24 Building Permits
- 6 Encroach Permit
- 6 Scout Cabin
- 1 Meter Changes
- Certificate of Occupancy
- Use Permit
- 1 Pool Rentals

### **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 2023 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 (3).

### **Recreation Department**

- Yoga classes are underway with the first class on 6/07 with 18 participants attending the first class. The remaining classes are anticipated to be full.
  - The instructor agreed to provide summer class morning sessions. Still free to participants.
  - Summer programs booklet and Flyers
  - Updated program in What's happening (monthly calendar)

### **CDBG-HOME**

- Loan monitoring and correspondence.
- Flyers were distributed with utility bills.
- Extended HOME grant for one more year
- Three residents contact with questions and

The applications.

- Devonshire apartments monitoring cont'd
- PRA and quarterly reports
- Home Loan compliance and reporting requirements
- Work in process for Micro-Enterprise loans
- One loan closed, and two are in the process

### **Other**

- Permit survey
- Street Sweeping invoice and reconciliation
- Contract for a new audit firm and the selection of audit firm
- Quarterly reports for business and building
- Processed LIHWAP program Payment and reporting
- Work with Corbin Willits on On-Line Bill Pay scheduled for end of December cont'd.
- Input in MOMs
- Attend HDL meetings
- Attend NCCISF meeting
- Work in progress with all city assessment districts, public notices, and staff reports
- Numerous 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 accounts
- Weekly Iworq meetings for the implementation of Public work module
- Back Flow Letter and 2<sup>nd</sup> Notices
- Iworq Portal setup and training
- Helped customers with zoning, city loan, rec programs and Historic Preservation
- 3 Bulk Water applications

### **Odor Complaints**

Complaint period : June, 2023

- 2 total complaints
- 2 Mushroom Smell
- 0 Cannabis smell
- 0 Other

### **Donations:**

- \$1,500 from Fire Fighter Association for a free Swim Week July 3<sup>rd</sup>, July 5<sup>th</sup>-July 8<sup>th</sup>

- \$300, from Janice Bell for a free Swim Day
- \$100 from Alison Yerxa towards free swim day or pay for 2 dollars for a kid who cannot afford to pay
- \$200 from In Memory of Erik Ingebretsen towards a free Swim Day
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