



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

**Accounts Payable**

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

**Payroll**

- Prepare November salary allocation transfers.
- November regular Payroll.
- Implement (3) regular salary step increase
- Implement (1) 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.
- (0) bad checks processed.
- 1,810 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 Payme
- Mailed backflow letters
- 17 Building Permits
- 115 Credit card Payments
- Addressed zoning questions

**City Hall - Customer Services**

- 550 customers walk-ins.
- 152 utility late notices.
- 30 Water/Sewer shut off for non-payment.
- 6 open utility accounts & adjustments.
- 7 closed utility accounts.
- 450 received phone calls.

- 2 Events/marque and banner applications processed.
- State Park Reservation & Revenue
- 40 public works service requests
- Issued 14 New and Revision 3 Building Permits
- 2 Encroach Permit
- 2 Scout Cabin
- 0 Meter Changes
- Certificate of Occupancy
- Use Permit
- Basketball, Karate, and Thai Chi signups and address 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.
- November 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 (0).

### **Recreation Department**

- Yoga (Kids and Adults), Thi-Chi (Adult class) and Karate (Adult and Kids are offered at the City Hall Auditorium
- Prepared and distributed Flyers for Fall and Winter programs
- Updated program in What's Happening (monthly calendar)
- Assisted with Basketball sign-ups

### **CDBG-HOME**

- Loan monitoring and correspondence.
- Extended HOME grant for one more year
- Micro-Enterprise loans
- Devonshire apartments monitoring cont'd

- PI and quarterly reports
- Home Loan compliance and reporting requirements
- Work in process for Micro-Enterprise loans
- Three loans are closed and one is in the process

### **Other**

- Permit survey
- Street Sweeping invoice and reconciliation
- Worked on Audit draft and MD&A
- Processed LIHWAP program Payment and reporting
- Work with Corbin Willits on On-Line Bill Pay scheduled cont'd.
- Input in MOMs
- Attend HDL meeting
- Coordinate and submitted correspondence on several grants
- 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
- Back Flow Letters and Notices
- Iworq Portal and training
- Helped customers with zoning, city loans, rec programs and Historic Preservation
- Bulk Water applications
- Quarterly Reports for Finance dept. And Building dept.

### **Odor Complaints**

Complaint period: November, 2023

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

### **Donations:**

- \$100 donation from Colusa Rotary Club towards Basketball