



*City of Colusa*  
*Finance Department*  
*Monthly Staff Report – October 2024*

**Accounts Payable**

- Review Income and Expense statement for October 2024
- October 2024 Warrant Listing.
- 175 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 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.
- 2,172 utility bills mailed.
- (2) bad checks processed.
- 2030 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
- 20 Building Permits
- 120 Credit card Payments
- Addressed zoning questions, Assist City Planner with questions and applications

**City Hall - Customer Services**

- 845 customers walk-ins.
- 152 utility late notices.
- 21 Water/Sewer shut off for non-payment.
- 22 open utility accounts & adjustments.
- 5 closed utility accounts.
- 530 received phone calls.

- Events/marque and banner applications processed.
- State Park Reservation & Revenue
- 52 public works service requests
- Issued 20 New and Revision Building Permits
- Encroach Permit
- 5 Scout Cabin
- 15 Meter Changes
- Certificate of Occupancy
- Use Permit
- 59 Business License transactions
- Basketball Karate and Thai Chi 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.
- October 2024 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 (2).

### **Recreation Department**

- Thi-Chi (Adult class), and Karate (Adult and Kids), and Jujitsu are offered at the City Hall Auditorium
- Assist with the Flyers for Recreational activities
- Updated program in What's Happening (monthly calendar)
- Assisted with Basketball Registration
- Registration and payment received and posted for the Recreation program

### **CDBG-HOME**

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

- Micro-Enterprise loans
- Devonshire apartments monitoring cont'd
- Home Loan compliance and reporting requirements
- Work in process for Micro-Enterprise loans

### **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
- Coordinate 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 accounts
- Workman's comp Issues
- Back Flow Letters and Notices addressed customers' questions
- Iworq Portal and training cont'd
- Helped customers with zoning, city loans, rec programs and Historic Preservation
- Bulk Water applications
- Quarterly and Monthly Reports for Finance dept. And Building dept.
- Kick off meeting with Tyler Technology
- City of Colusa Annual Audit Field Visit

### **Odor Complaints**

Complaint period: October 2024

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

### **Donations:**