



City of Colusa
Finance Department
Monthly Staff Report – November 2024

Accounts Payable

- Review the Income and Expense statement for November 2024
- November 2024 Warrant Listing.
- 60 accounts payable checks processed.
- Staff training on AP functions cont'd

Payroll

- Prepare November salary allocation transfers.
- November regular Payroll and Strike Team Payroll
- Implement (2) 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.
- 2,171 utility bills mailed.
- (2) bad checks processed.
- 1350 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
- 13 Building Permits
- 75 Credit card Payments
- Addressed zoning questions, Assist City Planner with questions and applications

City Hall - Customer Services

- 645 customers walk-ins.
- 168 utility late notices.
- 12 Water/Sewer shut off for non-payment.
- 3 open utility accounts & adjustments.
- 1 closed utility accounts.
- 395 received phone calls.

- 4 Events/marque and banner applications processed.
- 1 State Park Reservation & Revenue
- 33public works service requests
- Issued 13 New and Revision Building Permits
- 2 Encroach Permit
- 4 Scout Cabin
- 8Meter Changes
- Certificate of Occupancy
- Use Permit
- 15 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.
- November 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 (1).

Recreation Department

- Thi-Chi (Adult class), 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 the process to close the Micro-Enterprise loan grant

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
- Helped customers with zoning, city loans, rec programs and Historic Preservation
- Bulk Water applications
- Quarterly and Monthly Reports for Finance dept. And Building dept.
- On going meetings with Tyler Technology

Odor Complaints

Complaint period: November 2024

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

Donations:

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