



City of Colusa
Finance Department
Monthly Staff Report – July 2023

Accounts Payable

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

Payroll

- Prepare July salary allocation transfers.
- July regular payroll.
- Implement (4) regular salary step increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.

Accounts Receivable

- Provide continued utility billing customer support.
- 2,174 utility bills mailed.
- (2) bad checks processed.
- 2,271 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
- 20 Building Permits
- 95 Credit card Payments
- Planning application processed

City Hall - Customer Services

- 507 customers walk-ins.
- 156 utility late notices.
- 15 Water/Sewer shut off for non-payment.
- 11 open utility accounts & adjustments.
- 5 closed utility accounts.
- 650 received phone calls.

- 2 Events/marque and banner applications processed.
- 1 State Park Reservation & Revenue
- 30 public works service requests
- Issued 20 Building Permits
- 5 Encroach Permit
- 2 Scout Cabin
- 11 Meter Changes
- 2 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.
- July 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 (1).

Recreation Department

- Yoga (Kids and Adults), Thi-Chi (Adult class) and Karate (Adult and Kids are offered at the City Hall Auditorium
- Several different camps were offered in July
- 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
- Two loans closed working on third one

Other

- Permit survey
- Street Sweeping invoice and reconciliation
- Working on Year End
- Quarterly reports for business and building
- Processed LIHWAP program Payment and reporting
- Work with Corbin Willits on On-Line Bill Pay scheduled cont'd.
- Input in MOMs
- Attend HDL meeting
- Submitted to the county 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
- Back Flow Letters and Notices
- Iworq Portal setup and training
- Helped customers with zoning, city loans, rec programs and Historic Preservation
- 2 Bulk Water applications

Odor Complaints

Complaint period: July, 2023

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

Donations:

- \$ 300 from the council member Denise Conrado for a free Swim Day
- \$ 600 from Farmers' Fresh Mushrooms California Inc. for two free Swim Days
- \$ 300 from Don & Diane Bransford for a free Swim Day
- \$200 from Margo Yerxa towards a free Swim Day

- \$ 300 from Roberta 77 Jon James for a free Swim Day
- \$ 3,100 from Greenceuticals Inc. for Swimming Pool Donation
- \$ 2,100 from Colusa Casino Resort for a week of free Swim Days