



City of Colusa
Finance Department
Monthly Staff Report – May 2023

Accounts Payable

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

Payroll

- Prepare May salary allocation transfers.
- May regular payroll.
- Implement (8) regular salary step 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.
- 1,764 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
- 22 Building Permits
- 98 Credit card Payments
- 2 Planning application processed

City Hall - Customer Services

- 671 customers walk-ins.
- 135 utility late notices.
- 38 Water/Sewer shut off for non-payment.
- 14 open utility accounts & adjustments.
- 12 closed utility accounts.
- 406 received phone calls.
- 5 Events/marque and banner applications processed.

- 15 State Park Reservation & Revenue
- 42 public works service requests
- Issued 22 Building Permits
- 7 Encroach Permit
- 5 Scout Cabin
- 26 Meter Changes
- Home Occupancy
- Certificate of Occupancy
- Use Permit
- 11 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.
- May 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 (2).

Recreation Department

- Yoga classes are underway with the first class on 4/24 with 15 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

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, three 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 2nd Notices
- Iworq Portal setup and training

Odor Complaints

Complaint period : May, 2023

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

Donations: