



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

**Accounts Payable**

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

**Payroll**

- Prepare August salary allocation transfers.
- August regular payroll.
- Implement (13) regular salary step increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.

**Accounts Receivable**

- Provide continued utility billing customer support.
- 2,168 utility bills mailed.
- (3) bad checks processed.
- 1,982 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
- 104 Credit card Payments
- 2 Planning application processed

**City Hall - Customer Services**

- 603 customers walk-ins.
- 147 utility late notices.
- 26 Water/Sewer shut off for non-payment.
- 4 open utility accounts & adjustments.
- 6 closed utility accounts.
- 640 received phone calls.
- 8 Events/marque and banner applications processed.

- 7 State Park Reservation & Revenue
- 90 public works service requests
- Issued 13 Building Permits
- 6 Encroach Permit
- 2 Scout Cabin
- Meter Changes
- 1 Certificate of Occupancy
- Use Permit
- 0 Pool Rentals
- Pool Signups, Karate and Thai Chi signups

### **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.
- August 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
- Prepared and distributed Flyers for Fall and Winter programs
- Updated program in What's Happening (monthly calendar)

### **CDBG-HOME**

- Loan monitoring and correspondence.
- Extended HOME grant for one more year
- Two residents contacted with questions and The applications.
- Devonshire apartments monitoring cont'd
- PI and quarterly reports

- Home Loan compliance and reporting requirements
- Work in process for Micro-Enterprise loans
- One loan closed and working on fourth one

### **Other**

- Permit survey
- Street Sweeping invoice and reconciliation
- Working on Year End
- 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 and training
- Helped customers with zoning, city loans, rec programs and Historic Preservation
- Bulk Water applications

### **Odor Complaints**

Complaint period: August, 2023

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

### **Donations:**

- \$ 300 from the D's Daycare for a free Swim Day
- \$ 300 from Toni Hilger and Dusty Collins for a Free Swim Day
- \$ 300 from Julie Garofalo for a Free Swim Day
- \$ 300 from Asha Leroux for a Free Swim Day
- \$ 300 from Ellen Tiffany for a Free Swim Day