



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

**Accounts Payable**

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

**Payroll**

- Prepare January salary allocation transfers.
- January regular Payroll.
- Implement (4) regular salary step increase
- Implement (9) other Payroll Increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.

**Accounts Receivable**

- Provide continued utility billing customer support.
- 2,162 utility bills mailed.
- (1) bad checks processed.
- 2,000 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
- 25 Building Permits
- 133 Credit card Payments
- Addressed zoning questions
- 1 Planning application

**City Hall - Customer Services**

- 458 customers walk-ins.
- 163 utility late notices.
- 29 Water/Sewer shut off for non-payment.
- 6 open utility accounts & adjustments.
- 7 closed utility accounts.

- 550 received phone calls.
- 2 Events/marque and banner applications processed.
- State Park Reservation & Revenue
- 12 public works service requests
- Issued 23 New and Revision 2 Building Permits
- 3 Encroach Permit
- 5 Scout Cabin
- 0 Meter Changes
- Certificate of Occupancy
- Use Permit
- Karate, and Thai Chi signups and address 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.
- January 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**

- Yoga (Kids and Adults), Thi-Chi (Adult class) and Karate (Adult and Kids are offered at the City Hall Auditorium
- Updated program in What's Happening (monthly calendar)
- Assisted with Basketball sign-ups and payments

### **CDBG-HOME**

- Loan monitoring and correspondence.
- Extended HOME grant for one more year
- Micro-Enterprise loans
- Devonshire apartments monitoring cont'd
- PI and quarterly reports

- Home Loan compliance and reporting requirements
- Work in process for Micro-Enterprise loans
- Three loans are closed and one is in the process

### **Other**

- Permit survey
- Street Sweeping invoice and reconciliation
- Worked on Audit presentation
- Processed LIHWAP program Payment and reporting
- Worked on Mid-Year Budget
- Work with Corbin Willits on On-Line Bill Pay scheduled cont'd.
- Input in MOMs
- Attend HDL meeting
- 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
- Back Flow Letters and Notices
- 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.

### **Odor Complaints**

Complaint period: January, 2024

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

### **Donations:**

None