



City of Colusa
Finance Department
Monthly Staff Report – April 2023

Accounts Payable

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

Payroll

- Prepare April salary allocation transfers.
- April regular payroll.
- Implement (1) regular salary step increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.

Accounts Receivable

- Provide continued utility billing customer support.
- 2,169 utility bills mailed.
- (2) bad checks processed.
- 1,811 cash payments processed (utilities, bldg. permits, recreation and pool, encroachment, 13 business license, State and County payments, and boat launch fees.
- Boat Launch and State Park Payments
- Mailed backflow letters
- 32 Building Permits
- 115 Credit card Payments
- Planning application processed

City Hall - Customer Services

- 537 customers walk-ins.
- 145 utility late notices.
- 53 Water/Sewer shut off for non-payment.
- 6 open utility accounts & adjustments.
- 6 closed utility accounts.
- 402 received phone calls.
- 3 Events/marque and banner applications processed.

- State Park Reservation & Revenue
- 37 public works service requests
- Issued 13 Building Permits
- 6 Encroach Permit
- 5 Scout Cabin
- 0 Meter Changes
- Home Occupancy
- 2 Certificate of Occupancy
- Use Permit

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.
- April 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.
- “Colusa Critters” T-Ball teams continued games on Mondays and Thursdays at Semple Park. A couple games needed to be rescheduled in early May because of rain and the Birchfield Spring Program.
 - Team pictures were on 4/24. Many parents liked the affordability as well as keeping the photographer local (Cheri Azevedo from Maxwell)

- Work on Summer activity guide underway with anticipated distribution in early-mid May with the following activities/programs secured this month:

16+ Kickball League ~ Parent's Night Out ~ Tennis
 Tennis ~ Yoga ~ Soccer Camp ~ Archery ~ Flag Football
 Sports Camp ~ Adventure Camp ~ Pickleball

more to follow!

POOL

- Work on the pool began and it is looking great. Shoutout to the team for their hard work!

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.
- Homebuyer program is on hold by the state
- Devonshire apartments monitoring cont'd
- PRA and quarterly reports
- Home Loan compliance and reporting requirements
- Work in process for Micro-Enterprise loans

Other

- GCS annual report
- 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

Odor Complaints

Complaint period : January and February 2023

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

Donations:

- \$5,000 from Francis & Stacy Hickel for Recreation Dept
- \$3,000 From Hickel & Hickel for Recreation Dept