



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

**Accounts Payable**

- Review Income and Expense statement January 2023
- January 2023 Warrant Listing.
- 141 accounts payable checks processed.
- Staff training on AP functions cont'd
- Processed 1099 for contract employees

**Payroll**

- Prepare January salary allocation transfers.
- January regular payroll.
- Implement (5) regular salary step increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.
- W-2s and quarterly Reports

**Accounts Receivable**

- Provide continued utility billing customer support.
- 2,176 utility bills mailed.
- (1) bad checks processed.
- 1,524 cash payments processed (utilities, bldg. permits, recreation and pool, encroachment, 28 business license, State and County payments, and boat launch fees.
- Boat Launch and State Park Payments
- Updated Backflow record
- 23 Building Permits
- 70 Credit card Payments

**City Hall - Customer Services**

- 601 customers walk-ins.
- 173 utility late notices.
- 76 Water/Sewer shut off for non-payment.
- 6 open utility accounts & adjustments.
- 4 closed utility accounts.

- 394 received phone calls.
- 4 Events/marque and banner applications processed.
- 0 State Park Reservation & Revenue
- 70 public works service requests
- Issued 23 Building Permits
- 4 Encroach Permit
- 4 Scout Cabin
- 4 Meter Changes
- 174 Late notice and 76 Shut off
- 2 Planning application

### **General Ledger**

- Various correspondence with staff.
- Review the Income and Expenses
- Bank reconciliation.
- Staff training on General Ledger

### **Personnel - HR**

- Sick and vacation leave accrual monthly report update.
- January 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**

- Monthly Calendar – Colusa Outlook.
- Basketball Season concluded with final games on 1/28
- Basketball Season debriefing with Arbuckle and Maxwell to go over potential changes for next season.
- Began building out social media infrastructure and presence.
  - City of Colusa Recreation Facebook page
  - Colusa Recreation Program Form (Google form for community inputs and instructor recruiting)
- T-ball signups are underway with online and walk-in registrations available.
  - Witnessed a 10:1 Online/In-House registration ratio.
- Created a coloring contest packet for enrollees for a chance to win a free registration.
  - Distributed to local schools and made available online.

- Rolled out our new “Colusa Recreation Locker” where citizens would donate their lightly used equipment for communal use. Would help curtail the associated costs of participating in rec activities (t-ball, basketball, etc.).
- (0)Posted the payment received in person and through the Rec. Desk

### **CDBG-HOME**

- Loan monitoring and correspondence.
- HOME 2018 NOFA Award general conditions setup cont’d.
- Devonshire apartments monitoring cont’d
- PRA and quarterly reports
- Home Loan compliance and reporting requirements

### **Other**

- City’s Financial Annual Report, Financing Authority’s annual report,
- 797 ADA annual report, Building department’s annual survey
- City’s annual report survey, Financing Authority’s annual survey
- Financial Auditor reviews the reports
- 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
- Research on ARPA funding guidelines
- 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
- Review the water past due accounts

### **Odor Complaints**

Complaint period : November and December 2022

- 14 total complaints
- 11 Mushroom Smell
- 3 Cannabis smell
- 1 Garbage/Sewer