



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

**Accounts Payable**

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

**Payroll**

- Prepare March salary allocation transfers.
- March 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.
- (0) bad checks processed.
- 1,822 cash payments processed (utilities, bldg. permits, recreation and pool, encroachment, 48 business license, State and County payments, and boat launch fees.
- Boat Launch and State Park Payments
- Mailed backflow letters
- 28 Building Permits
- 102 Credit card Payments
- 3 Planning application processed

**City Hall - Customer Services**

- 673 customers walk-ins.
- 160 utility late notices.
- 42 Water/Sewer shut off for non-payment.
- 10 open utility accounts & adjustments.
- 8 closed utility accounts.
- 523 received phone calls.
- 4 Events/marque and banner applications processed.

- State Park Reservation & Revenue
- 30 public works service requests
- Issued 28 Building Permits
- 4 Encroach Permit
- 4 Scout Cabin
- 4 Meter Changes
- Home Occupancy
- 5 Certificate of Occupancy
- 1 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.
- March 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.
- Received bats, helmets, softballs, and base donations as part of the Colusa Recreation Locker program. Will continue to promote the visibility of the program with a push at the end of the baseball season with hopes of acquiring more gloves for children.
- T-Ball registration closed with a total of 44 players spread across 5 teams. Dubbed the “Colusa Critters” league.
  - Increase in 4-year-old registrations from the prior year. (Previously under Little League’s umbrella)
- Uniforms were successfully locally sourced by Colusa business (Hats and jerseys)
- Modifications and improvements underway on the T-ball fields.
  - Aesthetics, functionality as well as upgrades to facility geared toward child safety.
- Coach’s and volunteer meeting was conducted.
  - Comprehensive “Coach’s Binders” were dispersed as well as team gear.

- Rules, expectations, and schedule were discussed with amazing feedback and response.
- Teams were solidified and schedule finalized with games to be played Monday and Thursday evenings at the C.D. Semple T-ball fields from 3/27-5/4.
- Polling initiated across social media asking citizens for their preference for recreation activities they'd like to see take shape.
  - Will use this data to build out programming and recreational activities.
- Correspondences with potential instructors for recreational activities.
  - Posted the payment received in person and through the Rec. Desk

### **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

### **Other**

- GCS annual report
- Housing Element Report
- Permit survey
- Street Sweeping invoice and reconciliation
- RPF 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
- 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
- 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

- 9 total complaints
- 6 Mushroom Smell
- 2 Cannabis smell
- 1 Other