



City of Colusa
Finance Department
Monthly Staff Report – February 2023

Accounts Payable

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

Payroll

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

Accounts Receivable

- Provide continued utility billing customer support.
- 2,172 utility bills mailed.
- (0) bad checks processed.
- 1,692 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
- Mailed backflow letters
- 30 Building Permits
- 101 Credit card Payments
- Payments for T-Ball

City Hall - Customer Services

- 727 customers walk-ins.
- 157 utility late notices.
- 62 Water/Sewer shut off for non-payment.
- 8 open utility accounts & adjustments.
- 8 closed utility accounts.
- 578 received phone calls.
- 5 Events/marque and banner applications processed.

- 1 State Park Reservation & Revenue
- 40 public works service requests
- Issued 30 Building Permits
- 6 Encroach Permit
- 6 Scout Cabin
- 26 Meter Changes
- 1 Planning application
- 1 Home Occupancy
- 3 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 and vacation leave accrual monthly report update.
- February 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

- Monthly Calendar – Colusa Outlook.
- Received bats, helmets, softballs, and bases donations as part of the Colusa Recreation Locker program. Will continue to promote 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 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 of 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.
- 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 annual report survey, Financing Authority's annual survey
- Street Sweeping invoice and reconciliation
- 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 : January and February 2023

- 16 total complaints
- 14 Mushroom Smell
- 1 Cannabis smell
- 1 Other