



City of Colusa
Finance Department
Monthly Staff Report – February 2024

Accounts Payable

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

Payroll

- Prepare February salary allocation transfers.
- February regular Payroll.
- Implement (3) regular salary step increase
- Implement (0) other Payroll Increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.

Accounts Receivable

- Provide continued utility billing customer support.
- 2,161 utility bills mailed.
- (0) bad checks processed.
- 1,772 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
- 11 Building Permits
- 114 Credit card Payments
- Addressed zoning questions, Assist City Planner with questions and applications

City Hall - Customer Services

- 448 customers walk-ins.
- 153 utility late notices.
- 29 Water/Sewer shut off for non-payment.
- 8 open utility accounts & adjustments.
- 8 closed utility accounts.

- 344 received phone calls.
- 2 Events/marque and banner applications processed.
- 2 State Park Reservation & Revenue
- 47 public works service requests
- Issued 8 New and Revision 3 Building Permits
- 1 Encroach Permit
- 6 Scout Cabin
- 8 Meter Changes
- Certificate of Occupancy
- Use Permit
- T. Ball, 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.
- February 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 (0).

Recreation Department

- Yoga (Kids and Adults), Thi-Chi (Adult class) and Karate (Adult and Kids are offered at the City Hall Auditorium
- Assist with the Flyers for Recreational activities
- Updated program in What's Happening (monthly calendar)
- Assisted with T.Ball 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 Report
- Street Sweeping invoice and reconciliation
- Worked on Audit and Mid-Year Presentations
- Review and Evaluate the utility Reports
- Processed LIHWAP program Payment and reporting
- 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: February, 2024

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

Donations:

None