



City of Colusa
Finance Department
Monthly Staff Report – December 2022

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

Accounts Payable

- Review Income and Expense statement December 2022
- December 2022 Warrant Listing.
- 106 accounts payable checks processed.
- Staff training on AP functions cont'd

Payroll

- Prepare November salary allocation transfers.
- December 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.
- 2,176 utility bills mailed.
- (2) bad checks processed.
- 2,116 cash payments processed (utilities, bldg. permits, recreation and pool, encroachment, 6 business license, State and County payments, and boat launch fees.
- Boat Launch and State Park Payments
- Updated Backflow record
- 23 Building Permits
- 65 Credit card Payments

City Hall - Customer Services

- 437 customers walk-ins.

- 173 utility late notices.
- 62 Water/Sewer shut off for non-payment.
- 11 open utility accounts & adjustments.
- 11 closed utility accounts.
- 284 received phone calls.
- 7 Events/marque and banner applications processed.
- 0 State Park Reservation & Revenue
- 54 public works service requests
- Issued 23 Building Permits
- 6 Encroach Permit
- 7 Scout Cabin
- 4 Meter Changes

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.
- December 2022 MidAmerica retiree health insurance distribution.
- Workers Compensation claims cont. d.
- Begin 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.
- Assist with new recreation programs cont'd
- Basketball Sign UP
- (0) Posted the payment received in person and through the Rec. Desk

Other

- Various Grants reimbursement reports and follow up
- 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
- Review the water past due accounts

Odor Complaints

Complaint period : November and December 2022

- 26 total complaints
- 21 Mushroom Smell
- 3 Cannabis smell
- 1 Unspecified smell
- 1 Garbage/Sewer