



City of Colusa
Finance Department
Monthly Staff Report – November 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 November 2022
- November 2022 Warrant Listing.
- 185 accounts payable checks processed.
- Staff training on AP functions cont'd

Payroll

- Prepare October salary allocation transfers.
- November regular payroll.
- Implement (2) regular salary step increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.

Accounts Receivable

- Provide continued utility billing customer support.
- 2,178 utility bills mailed.
- (0) bad checks processed.
- 2,042 cash payments processed (utilities, bldg. permits, recreation and pool, encroachment, 11 business license, State and County payments, and boat launch fees.
- Boat Launch and State Park Payments
- Updated Backflow record
- 38 Building Permits
- 112 Credit card Payments

City Hall - Customer Services

- 427 customers walk-ins.

- 192 utility late notices.
- 64 Water/Sewer shut off for non-payment.
- 2 open utility accounts & adjustments.
- 16 closed utility accounts.
- 556 received phone calls.
- 10 Events/marque and banner applications processed.
- 0 State Park Reservation & Revenue
- 52 public works service requests
- Issued 23 Building Permits
- 5 Encroach Permit
- 5 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.
- November 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 (1).

Recreation Department

- Monthly Calendar – Colusa Outlook.
- Assist with new recreation programs cont'd
- Updated the information in Rec Desk
- (0) Posted the payment received in person and through the Rec. Desk

Other

- Various Grants reimbursement reports and follow up
- Financial Auditor review the reports
- Quarterly reports for business and building
- Applied for LIHWAP program Payment and reporting
- Work with Corbin Willits on On-Line Bill Pay scheduled for end of April cont'd.
- Begin July 2022 OPEB Valuation due June 30th, 2023. CERBT data extract report cont'd.
- Input in MOMs
- Attend HDL meetings
- Research on ARPA funding requirements
- Work in progress with all city assessment districts, public notices, and staff reports
- Numerous public record requests cont'd
- Implemented Iworq program to issue building permits

Odor Complaints

Complaint period : October 2022

- 14 total complaints
- 12 Mushroom Smell
- 2 Cannabis smell
- 0 Unspecified smell
- 0 Garbage/Sewer