



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

Payroll

- Prepare August salary allocation transfers.
- September regular payroll.
- Implement (3) regular salary step increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.

Accounts Receivable

- Provide continued utility billing customer support.
- 2,203 utility bills mailed.
- (3) bad checks processed.
- 1,826 cash payments processed (utilities, bldg. permits, recreation and pool, encroachment, 57 business license, State and County payments, and boat launch fees.
- Boat Launch and State Park Payments
- Updated Backflow record
- 20 Building Permits
- 99 Credit card Payments

City Hall - Customer Services

- 431 customers walk-ins.

- 162 utility late notices.
- 66 Water/Sewer shut off for non-payment.
- 7 open utility accounts & adjustments.
- 7 closed utility accounts.
- 572 received phone calls.
- 10 Events/marque and banner applications processed.
- 7 State Park Reservation & Revenue
- 31 public works service requests
- Issued 20 Building Permits
- 6 Encroach Permit
- 3 Scout Cabin

General Ledger

- Various correspondence with staff.
- Review the Income and Expense
- Bank reconciliation.
- Staff training on General Ledger

Personnel - HR

- Sick and vacation leave accrual monthly report update.
- September 2022 MidAmerica retiree health insurance distribution.
- Workers Compensation claims cont. d.
- Begin migration of MOUs into Employee Handbook continued
- Assist with the disability application
- Review NCCSIF monthly Workers Compensation & Liability Reports.
- Provide retirement information to retirees and Public Works.
- Employee Income Verification (3).
- Analysis of vacation accrual and maximum

Recreation Department

- Monthly Calendar – Colusa Outlook.
- Assist with new recreation programs cont'd
- Processed recreation programs request
- Updated the information in Rec Desk
- Posted the payment receive in person and through the Rec. Desk
- 1 Pool Rental
- Recreation sign ups

Other

- Various Grants reimbursement reports and follow up
- Quarterly reports for business and building
- Sewer Arrearage grant reporting requirement
- Applied for LIHWAP program Payment
- 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..
- Updated NCCSIF vehicle-renewal policy and certification.
- Sunrise Landing Developer Payment reconciliation and request.
- NCCSIF inquiry about Pool contract with Swim Team and insurance requirements.
- Input in MOMs
- Attend HDL meetings
- Participated in ARPA funding requirements
- Work in progress with all city assessment districts, public notices, and staff reports
- Numerous public record requests cont'd
- Donation received \$750 from Art Council to sponsor six Art Camps
- Donation received \$400 from Keller & Keller, LP to sponsor Pumpkin Plunge
- Weekly meeting with iworq software technicians

Odor Complaints

Complaint period : September 2022

- 35 total complaints
- 19 Mushroom Smell
- 12 Cannabis smell
- 3 Unspecified smell
- 1 Garbage/Sewer