



City of Colusa
Finance Department
Monthly Staff Report – May 2022

CDBG-HOME

- Loan monitoring and correspondence.
- HOME 2018 NOFA Award general conditions setup cont'd.
- Devonshire apartments monitoring cont'd
- Home Loan compliance and reporting requirements

Accounts Payable

- Review Income and Expense statement May2022
- May 2022 Warrant Listing.
- 149 accounts payable checks processed.
- Staff training on AP functions cont'd

Payroll

- Prepare May salary allocation transfers.
- April regular payroll.
- Implement (1) regular salary step increase
- Reconciliation of benefits accounts
- Staff training on Payroll function Cont'd.

Accounts Receivable

- Provide continued utility billing customer support.
- 2,183 utility bills mailed.
- (1) bad checks processed.
- 1,587 cash 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
- Updated Backflow record
- 13 Building Permits
- 49 Credit card Payments

City Hall - Customer Services

- 486 customers walk-ins.
- 173 utility late notices.

- 236 Water/Sewer shut off for non-payment.
- 15 open utility accounts & adjustments.
- 11 closed utility accounts.
- 482 received phone calls.
- 9Events/marque and banner applications processed.
- Send the business license Renewals.
- State Park Reservation & Revenue
- 44 public works service requests
- Issued 13 Building Permits
- 6 Encroach Permits

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.
- May 2022 MidAmerica retiree health insurance distribution.
- Workers Compensation claims cont. d.
- Begin migration of MOUs into Employee Handbook continued.
- Employee termination.
- Assistance with employee retirement
- Assist with the disability application
- Review NCCSIF monthly Workers Compensation & Liability Reports.
- Provide retirement information to Police Admin. Office Manager.
- Employee Income Verification (3).

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

Other

- Various Grants reimbursement reports and follow up
- Sewer Arrearage grant and credited the customers
- Applied for Sewer Arrearage program
- Work with Corbin Willits on On-Line Bill Pay scheduled for end of April cont'd.
- Begin July 2021 OPEB Valuation due June 30th, 2022. CERBT data extract report cont'd..
- 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
- Budget Analysis
- Attend HDL meetings
- Participated in ARPA funding requirements
- Work in progress with all city assessment districts, public notices, and staff reports
- Grant Reimbursement request cont'd
- Numerous public record requests cont'd
- Donation received \$5,000 from Hickel & Hickel Rec activities
- Donation received \$5,000 Francis & Stacy Hickel Farming for events
- Donation received \$1,500 from the Colusa Indian Community Council for concert in the Park
- Prep work on Fiscal Year 22/23 budget